



**GERALD M. THORNTON
VETERANS CEMETERY
OF
CAPE MAY COUNTY**

**STANDARD OPERATING
GUIDELINES**

SOG 1

*NOTE: This document supersedes SOG 1, dated 1 22 Dec 20

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SECTION 1

GENERAL

1-1. PURPOSE. The purpose of this Standard Operating Guidelines (SOG) is to have standard day-to-day guidelines for the administration and operations of the Gerald M. Thornton Veterans' Cemetery of Cape May County (GMTVCCMC) located off Crest Haven Road at the County complex in Cape May Court House, New Jersey.

1.2. ESTABLISHMENT.

a. The Cape May County Veterans' Cemetery (CMCVC) was established by Board of Chosen Freeholders Resolution No. 7534-79, dated 15 November 1979, and opened with the first burial on May 19, 1980.

b. The Cemetery was rededicated and renamed the Gerald M. Thornton Veterans Cemetery of Cape May County (GMTVCCMC) by the Board of Chosen Freeholders Resolution No. 921-17, dated 14 November 2017. In honor of his over 40 years of government service to the County of Cape May, and his hard work and dedication establishing the Cemetery in 1979.

1.3. RESPONSIBILITY. The responsibilities are as follows:

a. A County Freeholder—selected by the County Board of Chosen Freeholders is charged with oversight of the Veterans' Bureau (VB) and the Veterans Cemetery (VC)

b. The Director Veterans' Bureau (DVB)—provides direction and guidance to the Supervisor Veterans' Interment Officer (SVIO) regarding the Cemetery operations, reports to the County Freeholder charged with oversight, and, responsible for contracted operations.

c. The Supervisor Veterans' Interment Officer (SVIO)—is directly responsible for the day-to-day operations of the approximately 25 acres of the Cemetery, coordinates actions with funeral homes, coordinates with County Facilities and Services Department (F&S) and interment providers.

d. The County F&SD provides the necessary services to maintain the facilities, grounds, road network, installation of markers and other support requirements to the VC.

e. The Contractor(s)/vendor(s)—the selected contractor/vendor responsible for opening and closing gravesites is charged with the responsibility to comply with these guidelines, as well as the contract provisions that they were selected under.

1-4. ADMINISTRATION.

a. For the purpose of minimal changes and upgrade to this SOG, the name hereafter in this document will continue to be abbreviated as the CMCVC.

b. The VC is open seven (7) days a week from dawn to dusk.

c. Maintenance, upkeep and service to the facilities and grounds normally take place between Mondays and Fridays, 0830-1630 hours (8:30 am- 4:30 pm).

d. Burial Records and other pertinent veterans’ records are maintained in the Veterans’ Bureau Office located in the Social Services Building, 4005 Route 9 South, Rio Grande, NJ 08242.

1-5. PUBLICATION CHANGES. Recommendations for changes to this guideline are forwarded to the SVIO, Veterans Bureau, 4 Moore Road, Cape May Court House, NJ 08210 for consideration.

1-6. ACRONYMS. A list of acronyms used in the publication of this SOG is provided in Appendix 1, this SOG.

Disclaimer

The opinions or details expressed in this guideline are a consensus of the author and do not necessarily reflect the official position of the County of Cape May.

Any mention of commercial products is for information purposes only; it does not imply recommendation or endorsement by the County of Cape May.

This document does not discriminate in accordance with the County of Cape May directives, e.g., if the word “he or him” is used it is interchangeable with the words “she or her”.

All items placed on gravesites become the property of the Cape May County Veterans’ Cemetery and are disposed of under applicable guidelines. Cape May County Veterans’ Cemetery is not responsible for flowers and any other items after they have been placed on the gravesites. Flowers and any other items are placed at your own risk; they will not be replaced by the Cemetery if they are damaged, lost or stolen.

The words contractor and vendor may be used separately throughout this publication, but interpreted as the same meaning.

OFFICIAL:

MICHAEL LOUDERBACK
Director, Cape May County
Veterans Bureau

SECTION 2
INTERMENT ELIGIBILITY CRITERIA

2-1. REQUIREMENTS. Interment and perpetual care, in the CMCVC is available to residents of Cape May County and their spouses, if the veteran meets the following criteria. CMCVC generally follows the guidance of the Department of Veterans Affairs, National Cemetery Administration.

- a. Proof of eligibility:
 - (1). For veterans' status for interment shall be a valid discharge as follows:
 - (a). DD Form 214 or separation papers
 - (b). WD AGO Form 53, 53-55 OR 53-98 from the United States Army.
 - (c). NAVPERS Form 553 (Navy) or NAVMC Form 553 (Marines).
 - (2). For a reserve component member (includes National Guard and Reserve Officer Training Corps (ROTC) members), or prior member, of the Armed Forces of the United States is a valid letter of "Notification of Eligibility for Retired Pay at Age Sixty", who has attained 20 years of creditable service as provided to the individual by the respective reserve component command.
 - (3). For members of the U.S. Merchant Marine who served during World War II shall consist of a DD Form 214 issued by the United States Coast Guard.
- b. A two (2) year residency requirement *prior to death*.
- c. Any member of the Armed Forces of the U.S. who dies on active duty, to include any member of the Reserve Component while on active duty for training or performing active-duty service.
- d. Veterans whose last active service ended under other than dishonorable or undesirable conditions.
- e. Retired members of the Army, Navy, Air Force, Marine Corps or Coast Guard who:
 - (1). Have performed active Federal Service.
 - (2). Are carried on official service retired lists.
 - (3). Receive or are eligible to receive retirement pay stemming from services in the Armed Forces of the U.S.

f. Persons otherwise eligible for by reason of honorable military service that have held elective office in the U.S. Government or served on the Supreme Court or in the Cabinet or in an appointive position compensated at Level 11 under the Executive Salary Act.

g. Former members of the Armed Forces separated for a physical disability of 30% or greater prior to October 1, 1949, who served on active duty (other than for training) and who would have been eligible for retirement under the provisions of 10 USC 1201 had that statute been in effect on the date of separation, are eligible.

h. Former members of the Armed Forces whose last active duty (other than for training) was awarded one of the following decorations:

- Medal of Honor (MOH)
- Distinguished Service Cross (DSC) Air Force Cross (AFC) or Navy Cross (NC)
- Distinguished Service Medal (DSM)
- Silver Star (SSM)
- Purple Heart (PHM)

i. Members of the regular Armed Forces, National Guard (NG), ROTC or Reserve Component (RC) who are Cape May County residents and who died from wounds, accident or illness incurred while performing their military duties, hospitalized, or undergoing treatment are also eligible for internment.

j. Members of the ROTC (of the Army, Navy, or Air Force) and RC (including NG) who die under honorable conditions while attending an authorized training camp, inactive duty training, cruise, during authorized travel, or while hospitalized or undergoing treatment at the expense of the United States for injury or disease contracted or incurred in the line of duty.

k. Commissioned Officers, National Oceanic and Atmospheric Administration; Public Health Service; World War II Merchant Mariners; and members of the Phillippine Armed Forces who are deemed eligible through review of records.

l. Spouse and dependent unmarried children under the age of 21 (23 if in college) are eligible for internment, provided the eligible veteran of the family has already been buried in the CMCVC, or agrees to be buried in the VC at the time of death. Marriage certificates and birth certificates are required for registration.

m. Adult children who are unmarried but are permanently incapable of self-support because of a physical or mental disability incurred before attaining the age of 21 are eligible, provided the eligible veteran of the family has already been buried in the CMCVC, or agrees to be buried in the VC at the time of death.

2-2. RESIDENCY. Residency requirements are considered met under the following criteria:

- a. The veteran was a resident of Cape May County at the time of entering the service as verified on the discharge documents.
- b. The veteran settled in Cape May County subsequent to active-duty service and lived in the County for at least two (2) years immediately preceding the time of death, or preceding the time of the veteran entering into a Veteran's Home or an assisted living facility, hospice care facility, nursing home facility or any other such facility.
- c. Although the CMCVB will assist in every way possible, establishing eligibility it is the responsibility of those requesting the burial and must be established before the burial is permitted.

2-3. PROOF OF RESIDENCY. Satisfactory proof of two (2) year residency is provided to the Veterans Interment Officer, or designee, by the veteran, next of kin, or funeral director arranging interment and is established by any combination of the following credentials:

- a. A New Jersey Driver's license listing a Cape May County address.
- b. A New Jersey Voter Registration Card listing a Cape May County polling place.
- c. A Cape May County Veterans' Identification Card.
- d. Other appropriate documentation showing that the veteran was a resident of Cape May County, e.g. State/Federal Tax forms with home of residence in Cape May County.

2-4. RE-INTERMENT. Re-interment is permitted for veterans and family members who meet the eligibility requirement. Expenses involved with such re-interment is the responsibility of the estate and/or family members of the deceased. Arrangements are conducted through a licensed New Jersey Funeral Director and coordinated with the SVIO, or designee.**2-5. PERSONS NOT ELIGIBLE FOR BURIAL.**

- a. **Former Spouses.** A former spouse of an eligible individual whose marriage to that individual has been terminated by annulment or divorce, if not otherwise eligible.
- b. **Other Family Members.** Family members of an eligible person except those as defined as eligible in Section 2, paragraph 2-1n, above.
- c. **Disqualifying Characters of Discharge.** A person whose only separation from the Armed Forces was under dishonorable or undesirable conditions or whose character of service results in a bar to Veterans benefits.
- d. **Discharge from Draft.** A person who was ordered to report to an induction station, but was not actually inducted into military service.

e. **Persons Found Guilty of a Capital Crime.** Under 38 USC 2411, interment or memorialization in the CMCVC is prohibited if a person is convicted of a Federal or State capital crime, for which a sentence of imprisonment for life or the death penalty may be imposed and the conviction is final. VB staff may not inter in the CMCVC persons who are shown by clear and convincing evidence to have committed a Federal or State capital crime but were unavailable for trial due to death or flight to avoid prosecution.

f. **Subversive Activities.** Any person convicted of subversive activities after September 1, 1959, shall have no right to burial from and after the date of commission of such offense, based on periods of active military service commencing before the date of the commission of such offense, nor shall another person be entitled to burial on account of such an individual. Eligibility will be reinstated if the President of the United States grants a pardon.

g. **Active or Inactive Duty Training.** A person whose only service is active duty for training or inactive duty training in the NG or RC, unless the individual meets the eligibility criteria listed in Section 2, paragraph 2-1j and k, above.

h. **Other Groups.** Members of groups whose service has been determined by the Secretary of the Air Force under the provisions of Public Law 95-202 as not warranting entitlement to benefits administered by the Secretary of Veterans Affairs.

SECTION 3 CEMETERY OPERATIONS

3-1. GRAVESITES.

a. The CMCVC is divided into Sections, and further subdivided into gravesites. Sections are identified by the alphabet, e.g., Section A, B, C, etc. Gravesites are not numbered but are identified by the brass markers of the veteran and/or spouse.

c. A KIOSK is available in a small room in the rear of Interment Shelter to assist in locating the gravesites. Further, printed Interment Registers are periodically updated and located with the KIOSK in the event of computer malfunction.

d. Sections K, M and N have been designated for burial of cremains. Cremains may also be buried in other gravesites as long as the gravesite is occupied, e.g., the veteran was buried in a coffin and the wife is cremated, thus the cremains of the wife can be interred in the veteran's gravesite. Further, cremains have been buried at the ends of select rows in other sections to conserve space.

e. Interment is by casket and includes an approved outer counter or granite burial vault. The top of the burial vault is buried at least 24" below grade level. Casket interments for husband and wife are side by side. The grave site for a coffin will be 4 feet by 10 feet, and for cremains 2 feet by 2 feet for each cremains.

f. Interment of cremains is in an approved "McKenzie type urn or B&L Systems type urn", or an appropriate vault. Wives and husbands cremains are normally buried side-by-side in Sections K, M and N. Cremains of the newly deceased in other sections are buried in the center of the gravesite and at least 12 inches below the surface of the ground and above the previously deceased member's burial vault, or on the ends of rows in other sections of the CMCVC. Cremains *will not* be spread over a spouse's grave or any other place in the Cemetery. They will only be buried as previously described.

3-2. GENERAL.

a. The CMCVC is open daily seven (7) days a week from dawn to dusk for burials and bereavement purposes. Commitment services and burials are not authorized on Veterans Day and Memorial Day between 11:00 PM and 5:00 PM. Violators are prosecuted.

b. The CMCVB Office is open daily five (5) days a week Monday through Friday except on approved County holidays from 8:30 am to 4:30 pm. When it is necessary for a Funeral Director to contact the SVIO during after hours, weekends and holidays they should contact the Ginny Tomlin at 609-425-4258 to notify the SVIO or his designee. There are approximately 180 interments annually of which approximately 50 are cremations.

c. Commitment services can be either off-site at the place of the family's choosing, at the graveside or on-site at the Interment Shelter.

d. Veteran interments are authorized military honors which include a flag (as a minimum), Honor Guard and Bugler. These arrangements are made through the Funeral Director for the appropriate site (on and/or off site) of the commitment.

e. **Maps.**

(1). Maps (plot plans) of the CMCVC grounds marking the location of each Section, driveway, row, plot, buildings is kept by the SVIO. This map is updated periodically and indicates each interment and shall indicate adjacent plot if it is reserved for future use by a spouse or dependent child. Periodically the map is coordinated with the vendor performing grave openings.

(2). The County Engineer Office maintains the master map set for the CMCVC.

(3). Printed informal maps are published and placed in the KIOSK shelter for family members.

(4). Street names, to aid in gravesite and memorial location(s), will be established during in the future.

f. Each January the SVIO submits through the DVB to the Board of Chosen Freeholders documentation regarding the previous year's interments in the CMCVC. The report shall include the vendor performing grave openings, the name of the person interred, section, row and plot. Further, information is provided in this report regarding construction projects completed, ongoing and other upgrades to the CMCVC.

3-3. MARKERS AND GRAVESITE HOLDERS.

a. The Claim for Standard Government Marker (VA Form 40-1330) is initiated by the CMCVB upon receipt of the Burial Transit Form from the Funeral Director through the contractor. The VA Form 40-1330 will then be forwarded with appropriate information to the next-of-kin for further guidance, correction and input. Markers are required on all gravesites.

b. The flat bronze marker is the only approved marker for use at the CMCVC. It is received and checked in at the CMCVB, picked up by F&S personnel and placed on a concrete pad by County F&SD personnel.

c. There is no cost for the flat bronze marker and concrete pad for the veteran. The spouse's cremains can be buried in the same plot. Spouse markers are the responsibility of the veteran or next of kin by ordering through an appropriate Monuments and Memorial dealer within 90 days of the burial. The spouses' marker is shipped to the Cape May County Veterans Bureau, 4005 Rte 9 South, Rio Grande, NJ 08242, and installed by the F&S.

d. Approved military service (Army, Navy, etc.) flag holders and veterans' organization (VFW, American Legion, etc.) flag holders are authorized at the grave site and may be ordered from a Monuments and Memorial Dealer and installed adjacent to the flat bronze marker.

e. Approved ground level bronze or bronze coated flower holders (flush with the ground) are authorized at the gravesite and may be ordered from a Monuments and Memorial Dealer and installed adjacent to the flat bronze marker. A maximum of two (2) flower holders are authorized per gravesite. Flower holders should be installed by the F&SD to ensure they are properly installed and located.

f. Temporary metal grave markers are approved for use by the Funeral Director for up to one (1) year or until the flat bronze marker is installed by the CMCVB and F&S.

g. Once items are installed at the gravesite the CMCVB assumes no liability for loss or damage to the items. It is the responsibility of the family to replace items that are lost or damaged.

h. The VC is under surveillance with the assistance of the CMC Sheriff's Office and F&S on a daily basis; however, because of the openness of the VC total security of the VC is impossible.

3-4. APPROVED CEREMONIES.

a. Besides the normal approved committal ceremonies for the deceased there are only two (2) other approved ceremonies conducted at the CMCVC. They are the annual Memorial Day Ceremony and Veterans' Day Ceremony, normally set up at 12:00 PM and conducted at 2:00 PM. Burials are prohibited after 11:30 AM on Memorial Day and Veterans' Day.

b. The scheduling of any other public ceremony is coordinated with and approved by the CMCVB.

3-5. PROHIBITED CEMETERY OPERATIONS/ACTIONS. The following operations and/or actions are *prohibited* on the CMCVC grounds:

- a. Public gatherings of a partisan nature, or strike action.
- b. Boisterous, demeaning activity, public drinking, lewdness, or other improper conduct.
- c. Littering.
- d. Cutting, breaking of, or injury to the trees, shrubs, grass or other plantings.
- e. Pets on or off leashes.

- f. Commercial photography without approval of the CMCVB.
- g. Visitor vehicles leaving the paved roadways of the Cemetery.
- h. Installation of any markers or devices, e.g., statues, glass objects, other than those approved in paragraph 3-4 above.
- i. Burning of wood, leaves and candles.
- j. Eternal (Vigil) lights at gravesites.
- k. Potted plants, wreaths, statues and other decorative articles.
- l. Planting of flowers, trees, and decorating trees with lights, ribbons, or other objects.
- m. Theft or removal of markers and other devices installed at the gravesites, or other CMC property.

3-6. GRAVE DECORATIONS GUIDELINES. Families, Service Organizations, and others must adhere to the following guidelines concerning grave decorations to ensure that the gravesites are in good appearance and properly maintained by the F&S and CMCVB.

- a. **Flat Bronze Markers.** The only authorized headstone marker is discussed in paragraph 3-3b and c, above. Nothing will be secured to gravesite markers.
- b. **Flag Holders.** The only authorized flag holders are discussed in paragraph 3-3d, above. Flag holders and flags should be installed at the top and centered on the marker.
- c. **Flower Holders.** The only authorized/permitted flower holders are discussed in paragraph 3-3e, above.
- d. **Flowers.**
 - (a). ***Fresh Cut.*** Fresh cut flowers are permitted at the gravesites in the permitted container, as previously described, from 1 April through 31 October annually. Flowers are removed from the gravesites by the F&S on the 1st and 15th of each month, or as they become unsightly and faded.
 - (b). ***Artificial.*** Artificial flowers are permitted at the gravesites in the permitted container, as previously described, from 1 November through 31 March annually. The F&S will remove the artificial flowers on 1 April annually if not already removed by the family.

(c). ***Special Holidays.***

(1). ***Christmas, Chanukah, and Kwanza Holidays.*** During the Christmas, Chanukah, and Kwanza Holidays a grave blanket is permitted, but must be made of fresh greens. Blankets are installed not earlier than December 1st and removed by the F&S approximately January 15th. Further, blankets must be secured to the ground with wire fasteners provided at the time of purchase.

(2). ***Easter/Passover.*** During the Easter or Passover Holiday fresh flower arrangements are permitted and are removed by F&S approximately 15 days after the Holiday.

(3). ***Mother's/Father's Day.*** Small fresh cut flower arrangements are permitted to be placed in the flower holder or placed on the flat bronze marker on Mother's/Father's Day and are removed by F&S approximately 15 days after the Holiday and/or the flowers have become unsightly and faded.

(4). ***Anniversary Date of Death.*** Small fresh cut flower arrangements are permitted to be placed in the flower holder or placed on the flat bronze marker on anniversary date of the veteran/spouse and are removed approximately 15 days after the placement and/or the flowers have become unsightly and faded.

e. ***Flags.***

(1). ***Standard American Flag Size.*** The standard authorized American Flag at the grave site will be no larger than 12 inches by 16 inches mounted on a wooden or plastic stick approximately 30" long. These are readily available in local stores.

(2). ***Memorial Day/Veterans' Day.*** Annually on Memorial Day and Veterans' Day the CMCVB with the assistance of F&SD, various veterans' service organizations, volunteers, and Scouts place American Flags at each gravesite in the CMCVC. The F&S personnel remove the flags approximately 7 days later.

(3). ***Other Times.*** During other periods of time family members may install flags in the approved bronze flag holders only that are discussed in paragraph 3-4d above. Worn, torn and faded flags are removed by the F&S periodically from the gravesites and properly retired. It is recommended that family members remove their flags from the gravesite a week prior to Memorial Day and Veterans' Day and reinstall them after the F&S collect the County flags.

(4). ***Flag Retirement.*** Flags removed from the gravesites are not discarded in trash containers by F&S personnel, nor should they be by the family member. They should be removed from their stick, neatly folded and given to a veterans' service organization, a Scout organization, or left in the Interment Shelter on a chair for burning in a proper retirement ceremony.

f. **Grave Decoration Guidelines.** Grave Decoration Guidelines are provided to the next of kin (NOK) and on display in the KIOSK shelter, see Appendix 2, this SOG.

3-7. INTERMENT SHELTER. The Interment Shelter adjacent to Sections A and J is available primarily for the interment services during inclement weather. However, requests to use the shelter for other approved gatherings are submitted to the SVIO for approval and coordination.

SECTION 4
COORDINATION WITH FUNERAL DIRECTORS

4-1. FUNERAL DIRECTORS. The Funeral Director is responsible for the following actions.

- a. Providing the SVIO, or his designee with the necessary documentation, including the Application for Registration, Burial/Cremation Transit permits and other documentation to verify eligibility of the deceased for burial in the CMCVC.
- b. Coordinate the date and time with the SVIO or his designee to ensure orderly daily management of the Cemetery.
- c. Make arrangements for grave opening and closing with the approved burial/digger vendor of their choice. Select a bonafide/approved burial/digger vendor from the list provided by the Cape May County Veterans Bureau that will perform grave openings and closings.
- d. Comply with applicable State Cemetery regulations and County of Cape May regulations regarding interments.
- e. Ensure that cremains are placed in an appropriate container prior to burial.
- f. Notify the SVIO, or designee of the intent of other eligible family members to be interred in the CMCVC, and for who a registration form is supplied and appropriately completed.
- g. Arrange and coordinate services at the cemetery, to include Clergy, Honor Guards, presentation of National Colors, and supervision of the funeral cortège within the CMCVC boundaries.
- h. Ensure a temporary marker is installed in line with the front edge of the grave markers in adjacent graves.
- i. Responsible for fees due vendors as authorized by family members.
- j. Deposit burial and cremation transit permits in a mailbox adjacent to the Interment Shelter to CMCVB immediately following burial of remains.
- k. Responsible for actions and inactions of the burial vendor selected.
- l. Interment is by casket and includes an approved outer counter or granite burial vault. The top of the burial vault is buried at least 24" below grade level. Casket interments for husband and wife are side by side. The grave site for a coffin will be 4 feet by 10 feet, and for cremains 2 feet by 2 feet for each cremains.

4-2. COUNTY OF CAPE MAY.

- a. Provide the plot and/or plots for the veteran and eligible family members free of charge and shall provide perpetual care at the CMCVC, also free of charge.
- b. Provide a Veterans Bureau with sufficient personnel to manage veterans' affairs and the management of the CMCVC.

4-3. VETERANS' BUREAU.

- a. The Veterans' Bureau is manned on a daily basis during the normal County work week, except for approved holidays, see Section 3, paragraphs 3-2 a & b, this SOG.
- b. The SVIO or designee is available on a daily basis.
- c. Process burial applications in a timely manner back to the Funeral Directors in accordance with Section 5, this SOG.
- d. Process pre-registration applications in a timely manner in accordance with Section 5, this SOG.
- e. Process burial and cremation transit documentation within 10 working days. Burial transit form(s) are sent to Middle Township, ATTN: Dept. 3002 by the VB staff. The original cremation transit form and a copy of the burial transit form are filed in each deceased member's file.
- f. Process requests for markers VA Form 40-1330 upon receipt of the Burial/Cremation Transit Form.
- g. Create and maintain permanent files for each single/husband and wife burial in the VC at the VB. Also, enter information into a formal database established by the CMC in accordance with Section 5, this SOG.
- h. Coordinate with F&S on maintenance, improvements, and basic operations of the VC on a periodic basis.
- i. Provide a list of bonafide, and approved vendors authorized to dig and perform burials in the CMCVC.

4-4. APPROVED BURIAL/DIGGER VENDORS.

- a. By 15 Jan of each year the approved burial/digger vendors identified by the CMCVB will provide a certificate of insurance to the VB Director.

b. The vendor's insurance certificate must include a clause, "The County of Cape May is additionally insured for \$3,000,000.00 of coverage." (Note: at the present time this may change in future.)

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SECTION 5

INTERMENT PROCESS

5-1. PRE-REGISTRATION. To minimize confusion and delays at the time of need, re-registration of military member, spouse, and family member for burial in the VC is accomplished at the CMCVB as follows:

- The veteran/spouse brings the appropriate paperwork to the CMCVB for verification; see Section 2 this SOG for guidance.
- The CMCVB staff review the documentation and provide or send a standard letter either approving or disapproving the pre-registration of the veteran, see Appendix 11 and 12 this SOG.
- The CMCVB staff file the documentation together with the letter of approval in the Pre-Registration Files for future reference.
- Grave locations are not selected at this time.
- The veteran should prepare a statement of wishes and place the information statement among other important papers that are immediately available to the person(s) (next of kin (NOK)), making final arrangements for burial.

5-2. REGISTRATION UPON DEATH. When the veteran/spouse expires the following actions are accomplished:

- The selected Funeral Home Faxes an application (see Appendix 3 this SOG) to the CMCVB at 609-886-4161 together with a copy of appropriate documents provide to them by the family. If the veteran/spouse has been pre-registered a copy of the CMCVB approval letter is attached or other documentation found in Section 2 this SOG for guidance.
- The CMCVB staff review the Application, the pre-registration files and other documentation to ensure the person is qualified for interment.
- The CMCVB staff then reviews the VC inventory of graves and selects the Section, Row and Plot for interment. This information is noted on the Application and faxed back to the Funeral Home, the Contractor and F&S.
- The time and date of burial is noted.
- The Application Registration and other documents are placed in a manila folder and then placed in the Pending Burial Files. The Tab of the folder will contain the deceased's last name, first name, MI, and plot selected, e.g., 1111A. On the face of the folder the spouse's name is placed in the Center, e.g., W=Joan, and the Section and Row, e.g., B-1-N. Inside the folder the obituary may be added to the left side of the folder for historical purposes.

5-3. BURIAL. The following actions are accomplished for burial:

- The Funeral Home coordinates with the contractor to open the grave for the specific date and time.
- The contractor opens and closes the gravesite as requested.

- The F&S verifies that the gravesite is closed to standard, and watches for settlement of the gravesite to ensure the contractor fixes the issues.
- F&S will verify that within two (2) weeks after the burial topsoil and seed are provided and properly installed by the contractor. If necessary, the appropriate Funeral Director will be notified of complaints or corrections that are needed.
- ***Tops of burial vaults will be at least 24” below the surface of the ground.***
- ***Tops of cremains containers will be at least 12” below the surface of the ground.***

5-4. CERTIFICATES OF BURIAL/CREMATION TRANSIT. The following actions are taken regarding certificates of burial/cremation by the VIO or representative.

- Funeral Directors will deposit the appropriate certificates of burial/cremation transit in a mailbox adjacent to the Interment Shelter at the completion of the services.
- Picked up weekly from the mailbox by the VIO.
- The deceased’s data is put into the CMC Cemetery Data Base.
- Cremation certificates are filed in the veteran/spouse files for future reference.
- Burial certificates are photocopied, and the copy filed in the veteran/spouse files for future reference.
- The original Burial/Cremation Transit Certificate is then forwarded to Middle Township, Department 3002 through inter-office mail.

5-5. VETERAN MARKER PROCESS

- As soon as possible after the burial has been completed for the veteran the CMCVB staff prepares a copy of VA Form 40-1330 and forward to the next of kin (NOK) along with a letter of guidance, (see Appendix 9 and 10) for sample letter) Grave Decoration Guidance (see Appendix 2) and a self-addressed envelope to return the document to the VB Office.
- The CMCVB staff then enters the veteran/spouse information into the Cemetery Database and black book.
- The NOK will review the VA Form 40-1330, note any corrections, and complete blocks 12, 17, 18 and 27 if required. The form is returned to the CMCVB in the self-addressed envelope. ***According to recent guidance from VA the marker is for the veteran only and will not contain the spouse’s name, DOB and DOD.***
- The CMCVB staff review, correct as necessary, sign and then fax the VA Form 40-1330 together with proof of being a veteran to the Federal Veterans Bureau at 1-800-455-7143 for making the marker.
- The veteran/spouse folder is then filed in the Awaiting Marker Files.
- An entry is made on the Marker Status form.

5-6. SPOUSE MARKER PROCESS.**a. Veteran Passes First.**

- The veteran's spouse or NOK will be provided a letter of guidance (see Appendix 10 for sample letter), Grave Decoration Guidance (see Appendix 2), and marker guidance by the Funeral Director.
- The spouse or NOK is responsible for pre-purchasing the spouse's marker.
- The spouse or NOK, with the assistance of the Funeral Director pre-order and pre-pay for the spouse's marker.
- A copy of the receipt will be faxed together with the Burial Registration Form and other documents prior to scheduling the burial with the CMCVB staff.
- Once the pre-paid form is received from the Funeral Director, the burial date will be arranged for the veteran.
- The marker will be shipped to the CMCVB for placement on the grave by F&S personnel.

b. Spouse Passes First.

- The veteran will be provided a letter of guidance (see Appendix 10 for sample letter), Grave Decoration Guidance (see Appendix 2), and marker guidance by the Funeral Director.
- The veteran is responsible for pre-purchasing the spouse's marker.
- The veteran, with the assistance of the Funeral Director pre-order and pre-pay for the spouse's marker.
- A copy of the receipt will be faxed together with the Burial Registration Form and other documents prior to scheduling the burial with the CMCVB staff.
- Once the pre-order and pre-paid form is received from the Funeral Director, the burial date will be arranged for the spouse.
- Upon the veteran passing, the funeral director will ensure the pre-ordered and pre-paid marker is obtained from the appropriate monuments dealer.
- The marker will be shipped to the CMCVB for placement on the grave by F&S personnel.

5-7. MARKER RECEIPT. Upon receipt of the marker via United Parcel Service (UPS)/Federal Express (FedEx) the following actions take place:

- The CMCVB staff open the marker to verify correctness. They remove the appropriate veteran/spouse folder from the Awaiting Marker Files and obtain the copy of the VA Form 40-1330 to review the marker for correctness.
- The correct marker is noted on the exterior of the box with the veteran/spouse last name and first initial, the Section, the Row, the Plot and date received. The marker is placed on the filing cabinets awaiting pick-up by F&S personnel. Once two (2) or more markers are on-site F&S is notified to pick them up via email with a copy of the Marker Status form.

- If the marker is incorrect/damaged contact is made with the Federal Veterans Bureau Marker Assistance 1-800-697-6947 for guidance and approval to return.
- Incorrect markers are returned via UPS or FedEx to the Federal Veterans Bureau to be remade correctly.
- Corrected markers are picked up by F&S and taken to their warehouse for installation on the grave. They are married to a concrete base by F&S personnel and installed at the appropriate gravesite.

SECTION 6
BURIAL VENDOR INTERMENT RULES

6-1. PERSONNEL. The burial vendor adheres to the following personnel rules.

- a. Responsible for interment work performed by their employees.
- b. Employees must be properly trained on the respective equipment, attire that appropriately identifies the vendor and conduct themselves in a professional and workman like manner.
- c. Employees must be trained to respect the dignity of the cemetery, avoiding loud talking or acting in a disrespectful manner.
- d. Employees will not discriminate against anyone regardless of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality, or sex.
- e. Burial vendor and their personnel shall adhere to applicable federal, state, and local statutes, rules and regulations, as well as codes of conduct governing their trade and practices.
- f. Burial vendor and their personnel shall adhere to County personnel policies (including but not limited to harassment, affirmative action, and discrimination) or provide policies regarding the same.

6-2. EQUIPMENT. The Burial vendors adheres to the following equipment rules.

- a. Equipment is maintained and operated skillfully and safely by the employee. Any accident and/or injury at the CMCVC is reported through the SVIO to the County of Cape May.
- b. No equipment is operated within 50 feet of the public.
- c. No equipment or radios are used within 200 feet of a funeral in progress.
- e. Boards will always be used to drive on when crossing existing gravesites.
- f. Boards are being placed under backhoe outriggers especially when it has rained, and not on markers.
- g. Equipment is not stored on the grounds other than the equipment that is needed for immediate use (tractors, trucks, vaults, greens, lumber, etc.) The temporary storage of equipment at the CMCVC must be approved by the F&S. Further, equipment and personnel shall not be in direct view of the funeral during burial ceremonies.
- h. Equipment will not be driven across current installed Veterans' markers.

6-3. GRAVESITES. The burial vendor adheres to the following gravesite management rules.

a. The burial vendor is responsible for locating the appropriate gravesite before digging the grave, see paragraph 5-3 above for additional guidance. The SVIO or designee is the source of information concerning gravesite location.

b. Graves will not be opened prior to approval by the SVIO, or designee and a contract signed with the deceased family.

c. Once the gravesite is opened the contractor assumes responsibility for the safety of that site. The pathway to the gravesite must be clear of loose gravel and other obstacles.

d. If excavated soil is to remain at the gravesite it will be placed on a tarp. Excavated soil can be removed from the site but will not be taken out of the CMCVC. ***Excess excavated soil is the property of the County of Cape May.*** F&S has a designated area to store excavated soil.

e. During back filling the gravesite, gravel will be compacted after each foot of fill with a ten (10) pound handheld compacting tool.

f. Within two (2) weeks of the closing of the gravesite the burial vendor will provide a minimum of 3” of sifted topsoil and tamped and leveled to grade. Then an evenly applied Jersey Mix grass seed shall be raked into the topsoil.

g. Mechanical compacters can be used, but must be approved by F&S. The burial vendor may leave topsoil at an approved site at the cemetery.

h. All topsoil and Jersey Mix grass seed shall be provided by the burial vendor. Arrangements to store topsoil at the CMCVC is made through F&S.

i. Efforts to minimize damage or degradation of appearance to surrounding gravesites, roads, pathways, and new marker placement beds must be taken. The contractor will leave the gravesites near the opened site and the opened gravesite in a condition that is consistent with what was present before the opening. This includes broom sweeping bronze markers and sidewalks adjacent to the gravesite.

j. There shall be no frozen ground fees.

k. Repairs to the soil because of ruts/damage from equipment used is the responsibility of the contractor.

l. Gravesites are ***not*** dug/set up/filled in on Veterans Day or Memorial Day after 11:30 AM.

e. ***Interment by casket includes an approved outer burial vault. The top of the burial vault is buried at least 24” below grade level.***

f. Interment of cremains is in an approved “McKenzie type urn or B&L Systems type urn”, or any other appropriate vault, no shoe boxes, paper boxes, etc, that will deteriorate. Wives and husbands cremains are normally buried side-by side in Sections K, M and N. *Cremains of the newly deceased in other sections are buried in the center of the gravesite and at least 12 inches below the surface of the ground and above the previously deceased member’s burial vault, or on the ends of rows in other sections of the CMCVC.*

g. *Cremains will not be spread over the grounds of the CMCVC and/or over the grave of a deceased spouse. They will only be interred in approved containers as mentioned in paragraph f. above.*

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SECTION 7 **SPECIAL MEMORIALIZATION**

7-1. TREE MEMORIALIZATION.

a. **Authorized Trees.** The trees listed below are the only authorized trees to be planted in the CMCVC to memorialize a loved one, and is approved by the SVIO, or designee, see Appendix 5 this SOG for the application. The tree is purchased by the NOK at any local nursery of their choice. Trees will be placed only in the older sections of the cemetery, as long as space is available. An appropriate marker will be provided by the NOK or family member as arranged by the CMCVC, at a cost to the NOK or family member.

Bradford Pear (seem to thrive the best)
Flowering Cherry
Pink Dogwood
White Dogwood

b. **Planting the Tree.** Coordination for the location, planting and date of planting is approved by the SVIO and F&S. F&S staff will supervise the planting of the tree once received.

c. **Care and Maintenance of the Tree.** Care and maintenance of the tree is the responsibility of F&S personnel. If the tree dies and/or becomes blighted replacement is the responsibility of the NOK, and appropriate notification is made to the NOK. If there is no response from the NOK within nine (9) months, the tree will be removed by F&S.

7-2. PAVER MEMORIALIZATION. Cape May County veteran servicemen and women (to include former) who have been buried on foreign soil, in the Cape May County Veterans Cemetery, in other military/veteran cemeteries, lost at sea, or who are missing in action may be memorialized by the placement of a paver in the All-Wars Memorial Area or Prayer Garden Area of the Cemetery, as coordinated with the SVIO, or designee. Eligibility is determined by the SVIO, or designee, see Appendix 8, this SOG for application.

7-3. BENCH MEMORIALIZATION. Cape May County veteran servicemen and women (to include former) who have been buried on foreign soil, in the Cape May County Veterans Cemetery, in military/veteran cemeteries, lost at sea, or who are missing in action may be memorialized by the placement of a bench with plaque in approved areas of the CMCVC, as coordinated with the SVIO, or designee. Eligibility is determined by the SVIO, or designee, see Appendix 9, this SOG for application.

7-4. PRESIDENTIAL MEMORIAL CERTIFICATE. A Presidential Memorial Certificate (PMC) may be requested to honor the memory of any deceased Veteran who was discharged under honorable conditions by the next-of-kin. The local VA Regional Office generally originates the first request for a PMC. Request forms may also be accessed online at <http://www.va.gov/vaforms/va/pdf/VA40-217.pdf>. Eligible recipients include next of kin, other relatives, and friends. Requests must be accompanied by a copy of the appropriate discharge form, e.g., DD Form 214 to establish honorable service.

7-5. NEW JERSEY MEDALS.

a. Posthumous awards of the following New Jersey Medals, based on proper application and documentation procedures, may be requested from the New Jersey Department of Military and Veterans Affairs.

- New Jersey Distinguished Service Medal
- New Jersey Vietnam Service Medal
- New Jersey Meritorious Service Medal
- New Jersey Korean Service Medal

b. Forms and procedures are available on the New Jersey Department of Military and Veterans Affairs website, as well as contacting the following State Veterans Service Offices:

Atlantic City 08401-6901

1601 Atlantic Avenue
7th Floor
609-441-3060 or 3061

Vineland 08360-2895

524 Northwest Boulevard
NJ Veterans Memorial Home
856-696-6452 or 6445 or 6451

SECTION 8
VETERANS ADVISORY COMMITTEE

8-1. PURPOSE.

a. The Resolution by the Board of Chosen Freeholders, Cape May County established the Veterans Advisory Committee to assist in the formulation of the plans for the physical layout of the cemetery, assist in establishing rules and regulations to govern the operation of the cemetery, and to advise and assist in other CMC Veterans related matters.

b. In addition to the responsibilities established in subparagraph 8-1.a. above, the Committee now assists in coordinating and conducting annual Veterans Day, Memorial Day events and other Veterans events sponsored by the County, by providing recommendations for improvements to the Board of Chosen Freeholders, and act as liaisons with their County wide service organizations.

c. Further, the Committee may be called to order and to assist in other Veterans matters that pertain to County Veterans, e.g., the coordination of a special Veterans Event, activities related to the health/care of County Veterans, etc.

8-2. MEMBERSHIP. Membership now consists of 16 members appointed by the Freeholders. Members must be veterans, veterans’ representatives, or employees of the County. The Freeholder, or his designee will Chair from among the members. Members serve for terms of two (2) years. As veterans’ organizations normally change Commanders annually the immediate past Commander will continue his 2nd year as a member. Vacancies are filled for the un-expired term. The following positions make up the Veterans Advisory Committee. Service Organizations will be represented by the Commander, and selection is approved by the Freeholders.

- 1 Freeholder (Chairman)
- 1 Freeholder Member
- 1 Member (Commanders only) representing each of the following County service organizations:
 - County American Legion Post or Executive Board
 - Disabled American Veterans Post #44
 - Veterans of Foreign Wars Post #17
 - MCL Det 676, L/CPL George Dramis Chapter
 - American Veterans Post # 21
 - Vietnam Veterans of America Chapter 955
- 1 Director, CMCVB
- 1 Gold Star Mother or Blue Star Mother (if applicable)
- 3** CVAC Rep/DA Vets Rep/CMCCC Vets Rep
- 1* Supervisor Interment Officer (or designee)
- 1* County Engineer (or designee)
- 1* Facilities & Service Division (or designee)
- 13**/16* Total Members

*Additional required for any meeting regarding the CMCVC
** Representatives invited will not be voting members

8-3. MEETINGS. Meetings are conducted on an as needed basis, at 7:00 p.m. at the County Administrative Building, or as required by the Chairman.

SECTION 9
FACILITIES AND SERVICES DEPARTMENT RESPONSIBILITIES

9-1. GENERAL. Personnel of the F&S provide numerous services and maintenance at the CMCVC as follows:

- Seasonally cut grass weekly, as required, or contract such services.
- Weed control of the new marker beds
- Blow grass clippings off all markers and new beds after cutting grass
- Plant trees provided by veterans' families.
- Trim, remove and/or replace trees.
- Notify the SVIO of deteriorated trees for replacement.
- Install/maintain signage.
- Seasonally remove snow from roadways, walkways, and special memorials.
- Install/remove gravesite markers.
- Seasonally repair damaged areas with topsoil and Jersey Mix seed.
- Clean, paint and maintain the Interment Shelter and/or other facilities on site.
- Periodically remove unapproved and/or dieing flowers and other unapproved decorations, see Section 3, paragraph 3-6.
- Pick up markers from the VB and install within a two (2) week period.
- Order sufficient marker bases from DEPCOR or make the bases, set marker on bases, and install.
- Provide other services as needed.
- Check and ensure that the gravesite has been properly closed by the vendor.
- Check and ensure within two (2) weeks of the closing the vendor has installed three (3) inches of sifted topsoil, seeded with Jersey Mix grass seed, and tamped level with the ground. Report complaints and issues to the Funeral Director.
- Check and ensure that the vendor is opening and closing the gravesite in accordance with the County contract.
- Remove temporary grave markers one (1) year after installation or upon installation of the permanent marker, whichever is first.
- Make recommendations for improvements.
- Coordinate with the SVIO as required.

9-2. SPECIAL EVENTS. Personnel of the F&S provide the following additional for special events, e.g., Memorial Day and Veterans Day as follows:

- Dias and Audience seating.
- Sound system.
- Lectern
- Manpower to set-up and take down.
- Cutting of grass and/or removal of snow as required as close to the event(s) as possible.
- Assist with the placement of flags at Veterans' events.

9-3. UPGRADING TO NEW MARKER BEDS. Over a period of years F&S will continue to upgrade the positioning of veteran and spouse markers into beds of crushed rock surrounded by aluminum curbing material. The physical process of digging to the appropriate depth, leveling, adding soils, rock and reinstallation of the markers is a process already in effect within the F&S Department, and is not part of this SOG. However, in the interest of respecting the deceased, uniformity, and appearance of the cemetery during these upgrading processes the following procedures will be followed:

- Markers will be removed from the current location to approximately the middle of the gravesite to allow sufficient work area.
- Markers will be placed in the upright position facing the foot of the grave.
- Place a string line from the east to the west on the Row so that markers are placed uniformly in a straight line.
- Flower urns will be removed and placed at the top center of the removed marker and sufficiently reburied so that they may be used while construction is in process.
- When reinstalling markers as the new beds are completed, if there is only one flower urn for the veteran and spouse reinstall it between the two markers.
- Two signs will be placed at the ends of the removed markers Row stating: “Sorry for the inconvenience as we beautify this Section—please walk safely.”

APPENDIXES

- 1 List of Acronyms/Abbreviations
- 2 Grave Decorations Guidelines
- 3 Application
- 4 Interment Application Checklist
- 5 Tree Memorial Application
- 6 Paver Memorial Application
- 7 Bench Memorial Application
- 8 Informal Map of Cemetery
- 9 Next of Kin Veteran Guidance Letter (Sample)
- 10 Next of Kin Spouse Guidance Letter (Sample)
- 11 Pre-Registration Approval (Sample)
- 12 Pre-Registration Disapproval (Sample)

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APPENDIX 1
LIST OF ACRONYMS/ABBREVIATIONS

AFC	Air Force Flying Cross
AM	Ante Meridiem (Before Noon)
B&L	Manufacturer of Cremation Systems/Containers based in Florida
CMC	Cape May County
CMCVB	Cape May County Veterans Bureau
CMCVC	Cape May County Veterans Cemetery
Dept.	Department
DEPCOR	Department of Corrections
DD	Department of Defense
DSC	Distinguished Service Cross
DSM	Distinguished Service Medal
DVB	Director Veterans Bureau
FedEx	Federal Express
F&S	Facilities and Service Department
GMTVCCMC	Gerald M. Thornton Veterans Cemetery of Cape May County
KIOSK	Small Computer for Accessing a Database
MOH	Medal of Honor
NC	Navy Cross
NG	National Guard
NOK	Next of Kin
PHM	Purple Heart Medal
PM	Post Meridiem (After noon)
PMC	Presidential Memorial Certificate
RC	Reserve Component
ROTC	Reserve Officer Training Corps
SOG	Standard Operating Guideline
SVIO	Supervisor Veterans Interment Officer
SSM	Silver Star Medal
TC	Table of Content
UPS	United Parcel Service

SOG 1

***DATED: 1 June 2023**

USC	United States Code
VA	Veterans Affairs
VB	Veterans Bureau
VC	Veterans Cemetery
VFW	Veterans of Foreign Wars
WD	War Department

APPENDIX 2
GERALD M. THORNTON VETERANS' CEMETERY
OF CAPE MAY COUNTY
GRAVE DECORATION GUIDELINES

1. **FRESH CUT FLOWERS ONLY** ARE PERMITTED ON GRAVES IN PROPER PERMANENT CONTAINER **FROM APRIL 1ST UNTIL OCTOBER 31ST**. PROPER CONTAINER MUST BE BRONZE COATED AND FLUSH WITH THE GROUND PURCHASED BY THE NEXT OF KIN. ALL OTHER DECORATIONS OR PLANTS WILL BE REMOVED.
2. FLOWERS WILL BE REMOVED ON THE 1ST AND 15TH OF EVERY MONTH, OR AS THEY BECOME UNSIGHTLY AND FADED.
3. **ARTIFICIAL FLOWERS ARE PERMITTED** ON GRAVES IN PROPER PERMANENT CONTAINERS **FROM NOVEMBER 1ST UNTIL APRIL 1ST**.
4. THE PERMANENT **PLANTING** OF TREES, BUSHES, FLOWERS, ETC AT THE GRAVESITE IS **NOT PERMITTED** ON GRAVESITES AT ANY TIME.
5. AN APPROVED BRONZE MARKER (FROM A MONUMENTS DEALER) FOR THE NON-VETERAN MUST BE PURCHASED BY THE NEXT OF KIN WITHIN A REASONABLE AMOUNT OF TIME OF BURIAL.
6. THE APPROVED GOVERNMENT BRONZE MARKER IS APPLIED FOR AFTER THE VETERAN'S BURIAL THROUGH THE VETERANS' INTERMENT OFFICER.
7. FLAG HOLDERS (VETERANS ORGANIZATION/SERVICE TYPE) ARE PERMITTED ON THE GRAVES NEXT TO THE MARKER AND PURCHASED BY THE NEXT OF KIN.
8. THE VETERANS' BUREAU WILL PLACE FLAGS ON EACH VETERAN'S GRAVES ON MEMORIAL DAY AND VETERAN'S DAY.
9. STATUES, ETERNAL (VIGIL) LIGHTS, AND GLASS OBJECTS ARE **NOT PERMITTED** ON ANY GRAVESITES.
10. DURING THE EASTER OR PASSOVER HOLIDAY FRESH FLOWER ARRANGEMENTS ARE PERMITTED.
11. DURING THE **WINTER HOLIDAY SEASON A GRAVE BLANKET IS PERMITTED** (DECEMBER 1ST) BUT MUST BE MADE FROM FRESH GREENS AND STAKED TO GROUND WITH WIRE ANCHORS. BLANKETS WILL REMAIN ON GRAVES UNTIL APPROXIMATELY JANUARY 15TH.
12. **MEMORIAL TREES ARE NOT PERMITTED** TO BE PLANTED WITHOUT APPROVAL OF THE SUPERVISOR, VETERANS' INTERMENT OFFICER. ALSO, TREES ARE **NOT PERMITTED TO BE DECORATED** WITH LIGHTS, CHRISTMAS BALLS, STREAMERS, BOWS, ETC.
13. **NOTHING** WILL BE SECURED TO OR PLACED ON THE GRAVESITE MARKERS.
14. FOR FURTHER INFORMATION, PLEASE CONTACT THE VIO AT 609-886-2762.

DISCLAIMER

ALL ITEMS PLACED ON GRAVESITES BECOME THE PROPERTY OF THE CAPE MAY COUNTY VETERANS' CEMETERY AND ARE DISPOSED OF UNDER APPLICABLE GUIDELINES. CAPE MAY COUNTY VETERANS' CEMETERY IS NOT RESPONSIBLE FOR FLOWERS AND ANY OTHER ITEMS AFTER THEY HAVE BEEN PLACED ON THE GRAVESITES. FLOWERS AND ANY OTHER ITEMS ARE PLACED AT YOUR OWN RISK; THEY WILL NOT BE REPLACED BY THE CEMETERY IF THEY ARE DAMAGED, LOST OR STOLEN.

APPENDIX 3
APPLICATION

TO: CAPE MAY COUNTY BOARD OF CHOSEN FREEHOLDERS
 REQUEST FOR: INTERMENT IN THE GERALD M. THORNTON VETERANS' CEMETERY
 PHONE # 609-886-2762 FAX# 609-886-4161

• **VETERANS INFORMATION** SOCIAL SECURITY #: _____
 NAME OF VETERAN: _____

ADDRESS: _____
First name Middle Last Name

PHONE: _____
Street Address City State Zip
 Date of Birth: _____ Date of Death: _____

SERVICE #: _____ Branch of Service: _____

DATE ENTERED SERVICE: _____ Grade/Rank/Rating: _____

DATE SEPARATED FROM SERVICE: _____ Type of Discharge: _____

COUNTY RESIDENT: ____ YRS ____ MOS

IS SURVIVING SPOUSE LIVING? YES NO Name of Spouse: _____

Birth Date: _____ Date of Death (if Applicable): _____

• **FAMILY INFORMATION**
 NAME AND ADDRESS OF NEXT OF KIN: Relationship _____

Name _____ Phone #: _____

ADDRESS: _____
Street Address City State Zip

Signature of Applicant _____ Date _____

• WIDOW/ER: "AT TIME OF MY DEATH, I DESIRE TO BE INTERRED IN THE CEMETERY IN THE SAME PLOT AS MY HUSBAND/WIFE, AND WILL ENSURE GRAVES ARE MARKED WITH APPROVED MARKER(S).
 SIGNATURE OF WIDOW/ER: _____ Date: _____

NAME/ADDRESS FUNERAL HOME: _____

_____ Phone #: _____

FUNERAL DIRECTOR: Please provide:
 ___ Copies of applicable wartime discharge papers, proof of county residency, marriage/drivers licenses
 ___ Indicate type of interment: ___ BURIAL (Casket) ___ CREMATION (Approved Container)
 ___ Surviving spouse type of interment: ___ BURIAL (Casket) ___ CREMATION
 ___ Projected interment: DATE: _____ TIME: _____
 ___ Temporary grave marker upon interment of remains
 ___ Name of burial vendor: _____

FOR OFFICE USE ONLY

REMARKS:

STATUS: ___ Confirmed	___ Copy of Separation Papers	___ Length of Residency
___ Information Needed	___ Application Form	___ Proof of Discharge
___ Not Confirmed	___ Copy of Marriage License	___ Signature

APPLICATION APPROVED/DISAPPROVED BY: _____

Name, Title and Date

Section _____ **Row** _____ **Plot** _____

APPENDIX 4
INTERMENT APPLICATION CHECKLIST

Name: _____

Date: _____

Process	Date	Initials	Remarks
<i>PRE-REGISTRATION</i>			
Military Document(s)			
Marriage Certificate			
Residency 2 years or more			
Other Documents			
Approved			
Disapproved			
Letter to Applicant			
<i>FUNERAL DIRECTOR</i>			
County Application Received			
Is Deceased Pre-Registered			
Documentation Received			
Section: Row: Plot:			
Burial Date: Time:			
Faxed to Funeral Director			
Faxed to burial vendor			
Faxed to F&S			
<i>CMC VETERANS' BUREAU</i>			
Pick-Up Burial Transits-Cemetery			
Process Burial Transits			
Place Name in Computer Database			
Place Name in Black Book			
VA Form 30-1330 to NOK			
Decoration Guidelines to NOK			
VA Form 30-1330 from NOK			
VA Form 30-1330 fax to VA			
Spouse Marker Letter to NOK			
Marker Received/Checked			
Marker error notify VA			
Corrected Marker Received/Checked			
Marker Returned to VA			
Notify F&S Dept 4-6 Markers In			
<i>F&S DEPARTMENT</i>			
Verify Burial/Contract Standards			
Marker installed by F&S			
Error Marker(s) returned to VA			

APPENDIX 5
GERALD M. THORNTON VETERANS' CEMETERY
OF CAPE MAY COUNTY
TREE MEMORIZATION PROGRAM

The following trees are approved to memorialize your loved one interred at the Gerald M. Thornton Veterans Cemetery. Trees are purchased by the family from a local nursery and delivered for planting. Coordination with Facilities and Services Department is required. Markers are made by the F&S at a cost of \$50.00.

Bradford Pear, Flowering Cherry, Pink Dogwood, White Dogwood

Unmarked trees already planted at the Cemetery may also be picked and memorialized at a cost of \$200.00.

MAKE CHECKS PAYABLE TO: County of Cape May **MEMO:** Veterans Bureau

Please complete the form below. *ONLY* 14 characters per line, spaces are considered characters. Letters and numbers are characters.

The name of the deceased will be included on the marker in one or two lines as necessary:

Name of Deceased/Burial Plot: _____/_____

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--	--	--	--	--	--	--	--	--	--	--	--	--	--

NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

DATE SUBMITTED: _____ **DATE/INITIALS APPROVED:** _____

APPENDIX 6
GERALD M. THORNTON VETERANS' CEMETERY
OF CAPE MAY COUNTY
PAVER MEMORIZATION PROGRAM

Through the support given to a Memorialization Paver Program the County will be able to accomplish various projects enhancing the appearance of the grounds.

To place a paver with a personal message at the memorial areas established in the Cemetery a cost of \$200.00 is required per paver. Check the appropriate line below for location:

- All Wars Memorial
- Veterans Memorial
- Section J Memorial

MAKE CHECKS PAYABLE TO: County of Cape May **MEMO:** Veterans Bureau

Please complete the form below. **ONLY** 14 characters per line, spaces are considered characters. Letters and numbers are characters.

The name of the deceased will be included on the marker in one or two lines as necessary:

Name of Deceased/Burial Plot: _____/_____

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

DATE SUBMITTED: _____ **DATE/INITIALS APPROVED:** _____

APPENDIX 5
GERALD M. THORNTON VETERANS' CEMETERY
OF CAPE MAY COUNTY
BENCH MEMORIZATION PROGRAM

Benches are available to memorialize your loved one interred at the Gerald M. Thornton Veterans Cemetery. Benches will be purchased and sited by the Facilities and Services Department, and a marker placed on the bench.

The cost is \$800.00 for one bench and one plaque:

MAKE CHECKS PAYABLE TO: County of Cape May MEMO: Veterans Bureau

Please complete the form below. *ONLY* 14 characters per line, spaces are considered characters. Letters and numbers are characters.

The name of the deceased will be included on the marker in one or two lines as necessary:

Name of Deceased/Burial Plot: _____/_____

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--	--	--	--	--	--	--	--	--	--	--	--	--	--

NAME: _____

ADDRESS: _____

PHONE: _____ **EMAIL:** _____

DATE SUBMITTED: _____ **DATE/INITIALS APPROVED:** _____

APPENDIX 8
GERALD M. THORNTON VETERANS' CEMETERY
OF CAPE MAY COUNTY
INFORMAL MAP

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APPENDIX 9
NEXT OF KIN VETERAN GUIDANCE LETTER
(SAMPLE)

February 24, 2016

Jane Doe
123 Hollywood Avenue
Anywhere, NJ 08000

Dear Mrs. Doe:

Please accept our sincere sympathy to you on the loss of your husband. If there is anything we can assist you with, please do not hesitate to contact our office.

Enclosed you will find VA Form 40-1330, Application for Standard Government Headstone or Marker. Please note that the bronze marker is the only government marker used in the Gerald M. Thornton Veterans' Cemetery and it is at *no cost to you*. In Block 12 please enter the desired religious emblem that you may want. In Block 27 you may enter an inscription as long as it is no more than two (2) lines and not more than 27 characters (including spaces/no punctuation) per line. After you make a final review of the form, please sign in Block 17 and date in Block 18. Enclosed is a self addressed envelope to return the document to our office.

As a spouse you are not entitled to a Veterans marker, so you are provided with a sample of the authorized flat bronze marker that is allowed in our cemetery by the Funeral Director. When you agreed to be buried in our cemetery you knew that we expected both graves to be marked. The Funeral Director will assist you with pre-ordering and pre-paying from a local monuments dealer your marker. Upon your death the Funeral Director will complete the order for your marker, and have it shipped to the Veterans Bureau, and we will install it at no cost to you. If there is a temporary marker on your gravesite it will be removed in one (1) year, or when we receive her bronze marker, whichever is first.

Veterans Bureau
4005 Rte. 9, South
Rio Grande, NJ 08242

Also enclosed you will find a copy of the grave decoration guidelines for the Cape May County Veterans' Cemetery. By signing and returning VA Form 40-1330 to our office will also verify that you received this letter and a copy of the guidelines. Thank you for your courtesy and cooperation in this matter.

Very truly yours,

Virginia Tomlin
Director
Veterans Bureau

APPENDIX 10
NEXT OF KIN SPOUSE GUIDANCE LETTER
(SAMPLE)

February 17, 2016

John Doe
123 Hollywood Avenue
Anywhere, NJ 08000

Dear Mr. Doe:

Please accept our sincere sympathy to you on the loss of your wife. If there is anything we can assist you with, please do not hesitate to contact our office.

Your wife is not entitled to a Veterans marker, so you are provided a sample of the authorized flat bronze marker that is allowed in our cemetery. When you agreed to be buried in our cemetery you knew that we expected both graves to be marked. The Funeral Director will assist you with pre-ordering from a local monuments dealer and have it shipped to our office for installation. We will install it at no cost to you. If there is a temporary marker on her gravesite it will be removed in one (1) year, or when we receive her bronze marker, whichever is first.

Veterans Bureau
4005 Rte 9, South
Rio Grande, NJ 08242

Also, the Funeral Director will provide you with a copy of the grave decoration guidelines for the Gerald M. Thornton Veterans' Cemetery.

Thank you for your courtesy and cooperation in this matter.

Very Truly Yours,

Virginia Tomlin
Director
Veterans Bureau

APPENDIX 11
PRE-REGISTRATION APPROVAL LETTER
(SAMPLE)

17 February 2016

Mr. & Mrs. John Doe
123 Hollywood Avenue
Anywhere, NJ 08000

Dear Mr. & Mrs. Doe:

This acknowledges the above-named veteran and spouse are registered for burial(s) in the Gerald M. Thornton Veterans' Cemetery. A copy of the Veteran's discharge, showing date of entry and discharge; marriage certificate, pre-ordered/pre-paid spouses marker receipt and current proof of residency are on file in this office. The deceased ***must be*** a resident of Cape May County at the time of death.

The Board of Chosen Freeholders provides the lot, side by side, at no cost to the veteran. This office applies for the approved Veterans' bronze marker from the Federal Government. All other charges, including opening of the grave are paid to the Funeral Director by the next of kin. The Veteran, or next of kin (family), is obligated to pay for the surviving spouse bronze marker for the non-veteran spouse prior to burial of the Veteran and/or the spouse.

Upon the death of the Veteran, or his spouse, there will be a reservation for the surviving spouse, next to the deceased.

Please keep this letter with your valuable papers and present a copy to the Funeral Director.

Sincerely,

Virginia Tomlin
Director
Veterans Bureau

Special Note(s): The cremains of you adult unmarried child that is mentally disabled will be interred inside the coffin of Mrs. Doe prior to burial of Mrs. Doe.

APPENDIX 12
PRE-REGISTRATION DISAPPROVAL LETTER
(SAMPLE)

17 February 2016

Mr. & Mrs. John Doe
123 Hollywood Avenue
Anywhere, NJ 08000

Dear Mr. & Mrs. Doe:

This acknowledges the above-named veteran and spouse are disapproved for burial(s) in the Gerald M. Thornton Veterans' Cemetery. For the following reason(s):

1. The veteran has not been a resident of Cape May County for two (2) or more years.
2. The veteran was discharge under dishonorable conditions.
3. No marriage certificate is available as required.
4. No pre-ordered/pre-paid spouse marker receipt.

Please keep this letter with your valuable papers and present a copy to the Funeral Director.

Sincerely,

Virginia Tomlin
Director
Veterans Bureau