

USMA Class of 1970 Funeral Standard Operating Procedures – Version 1.2, 21 September 2016 (fjm)

Note: Email addresses for all USMA 1970 officers can be found on the [Class Officers/Meeting Minutes Link](#) on the [class website](#).

Notifications – Classmates, family members or anyone with knowledge of the passing of a member of the USMA West Point Class of 1970 are kindly requested to quickly secure and communicate as much information as possible relating to funeral or memorial service arrangements, funeral home, a Class point of contact (POC) for the funeral (if available) and/or finding out family desires for either a charitable donation or flowers. Said information should be sent to the Class Chief Information Officer (CIO), who will be responsible for electronic distribution to include emailing death notices to the West Point AOG at dns-report@wpaog.org or by calling 800.232.4723, ext. 1617. Note: this phone number and e-mail address are specific to the West Point AOG [Death Notification Program](#). When a Classmate passes away, the WPAOG sends an email notification to the entire Class. Note that the Class CIO also is responsible for updating the [About Us](#) tab on the USMA1970 website (<http://usma1970.com>) to include updating the number and [pictures of known living classmates](#) and updating the number and [CIO scanned Howitzer pictures of known deceased classmates](#).

Also, upon notification of a classmate death, the Class Historian/Scribe, in conjunction with the Class CIO, will compose an email, requesting volunteers to write a Memorial Article, and send it to the deceased's company-mates.

In all cases of the death of a classmate, a donation to the USMA 1970 National Conference on Ethics in America may be made from the class operating fund in memory of each of our deceased classmates (and their names placed on the NCEA Memorial Giving Wall) and, depending on the family desires for either a charitable donation or flowers, a second donation may also be made in coordination with the Class Chief Financial Officer (CFO).

The Class POC or a family member coordinating the Class notification of a particular classmate's passing will provide further funeral arrangement information (such as funeral service location and time, local hotel information and, if possible, a copy of the local online newspaper obituary) through our Class Distribution List (maintained by WPAOG, email said information to the Class CIO), post to the class Facebook Group/Blog, all accessible via <http://usma1970.com>. Additional information on the family request for a charitable donation or flowers for the funeral or memorial service or combination thereof should be passed on to the Class CFO for disposition.

If there is no family member or POC available, the Class CIO will attempt to ascertain the local funeral home and service information and pass to West Point AOG and the Class via the above mentioned online venues.

Taps and Eulogy Page Postings - Marilee.Meyer@wpaog.org (the Memorial Articles POC at West Point AOG - <http://westpointaog.org>) will set up a Eulogy Page for our deceased classmate and provide the link to the Class. This page can then be used by all Classmates to post their remembrances and for all to view.

After the funeral services, the Class POC (or any classmate able to attend) should provide a summary of the funeral services including pictures of classmates who attended, what type of service, military honors and family attendance to the Class Historian/Scribe (and/or Class CIO) for the [Class Notes](#) and [Class Web Page](#).

Funeral Services at West Point – If the family of the deceased has chosen West Point as the burial place for our Classmate, they should call the West Point cemetery office (845 938-2504) to get a burial date ASAP. (Burial dates can vary from one week to several months). See the [Graduate Guide](#) (<http://www.westpointaog.org/Document.Doc?id=772>) for further information about Burials at West Point (among a lot of other pertinent Graduate services available).

Also, see <http://www.westpointaog.org/file/class/MemorialSupportSummary.pdf> for additional Memorial Support Services available from AOG. In addition, AOG recommends that all classmates update your “Cullum File” (Please redact your Social Security Number from your DD214 if you submit electronically) – list of recommended documents for your AOG Cullum File is [here](#).

With their help the following coordination can be enhanced: 1) pick a gravesite location with an actual walk through or a Google search of possible gravesites 2) arrange military honors from the West Point soldiers such as pall bearers, firing squad and bugler 3) get chaplain assignment--name and phone number. Family and/or POC can work with the chaplain on what type of funeral services would be conducted.

NOTE: Memorial services at the very nice Old Cadet chapel in the cemetery and subsequent burial/inurnment require much less transportation and coordination with the West Point officials, funeral party and guests than at the other religious locations on Post. Also suggest a 1330 hours memorial service so that nearby Classmates can travel to and from West Point that day.

As soon as there is a scheduled burial date, the deceased family should contact Hogan's Funeral Home in Highland Falls (845-446-2868). Provide them with the name and phone number of the funeral home delivering our Classmate's remains. Hogan's is also the authorized Federal headstone provider for the West Point cemetery and can arrange that standard or another type of headstone with the family at a later date.

The Class of 1970 suggests that, if the family desires to host a reception after the funeral services have been held, the Great Hall at [Herbert Hall](#) near the Class of 1970 "Serve with Integrity" Fountain Area at the Association of Graduates, USMA be considered. For Herbert Hall Rental and catering information, contact 845-446-1603.

In addition, catering and room rental may be available at the Hotel Thayer at catering@thethayerhotel.com - or via telephone- click [here](#) for Hotel Thayer contact information as well as at the [West Point Club](#).