



STATE OF VERMONT  
OFFICE OF VETERANS AFFAIRS

118 State Street, Montpelier, VT 05620-4401  
Toll Free: (888) 666-9844; Phone: (802) 828-3379; Fax: (802) 828-5932  
Operating Hours: Monday – Friday, 7:30 a.m. – 4:00 p.m.  
[www.veterans.vt.gov](http://www.veterans.vt.gov)

**Customer Guidelines - 2017**  
**Vermont Veterans Memorial Cemetery**  
**487 Furnace Road, Randolph Center, VT 05061**

**The following is a summary of the official policies of the Vermont Veterans Memorial Cemetery (VVMC). For more complete information or questions, please contact the Vermont Office of Veterans Affairs (OVA) at 802 828-3379.**

**ELIGIBILITY**

Veterans, their spouse, and unmarried minor children are eligible for burial in the Vermont Veterans Memorial Cemetery (VVMC). National Guard and Reserve members with 20 years of service (retirement letter) are also eligible. The Vermont Office of Veterans Affairs (OVA) will determine eligibility using the veteran's DD Form 214 discharge record.

**COST**

There is no cost for the veteran to be buried in the government issued marker sections of the cemetery. There is an opening/closing fee for a spouse or minor child. Please contact the Office of Veterans Affairs for current fees. These fees may be paid to the VVMC in advance.

**COMMERCIAL MONUMENT SECTION**

Burial Section B, requires the veteran to work with a private memorial company to design, manufacture and pay for a monument that meets the VVMC specifications. There is also a fee paid to VVMC to install the concrete foundation for the monument in the cemetery. The veteran, family, and/or estate bear all costs associated with the monument to include inscriptions, manufacture, etc., for the monument. This includes the final engraving for the date of death. Please contact the OVA for more details if you are interested in the commercial monument section of the cemetery.

**CAPACITY**

The VVMC has a large capacity for future interments. There 110 acres at the VVMC. The 12-acre expansion funded by the National Cemetery Administration (NCA) at the VVMC, includes a new Public Information Center (PIC) (1,230 SF), a new Maintenance Facility (2,652 SF), new burial plots to include; 410 pre-placed crypts for in-ground casket burials, 390 in-ground cremains plots, and 840 columbarium niches, for a total of 1,640 additional burial plots. This new expansion will allow year-round operations at the VVMC. The VVMC currently has 18 acres out of a total of 110 acres developed into burial grounds. This expansion, coupled with the new master plan, will ensure that the VVMC will be active for the next 100 years.

## **PRE-APPLICATION**

Although we work with families at the time of need, we highly encourage veterans to submit a Pre-Need application in advance. In the Pre-Need application process, the OVA will verify and document eligibility. A letter of eligibility will be issued, usually within several days of receiving an application, so it can be filed with other important documents for the veteran.

Please note that a Pre-Need application does not guarantee a specific lot or section in the cemetery. This application will help the family during its time of need to know that the veteran is eligible based on the National Cemetery Administration (NCA) eligibility standards. Once this step is accomplished, nothing else needs to be done until a burial is scheduled through the OVA.

## **SELECTING A SECTION AT THE TIME OF NEED**

The family will be able to select a section at the time of need (based on availability). This process will be accomplished at the time of scheduling a burial with the OVA. The VVMC is organized into a variety of sections based on the type of marker selected. We have five different marker types to choose from:

**Upright Granite - Sections A or E. Section H (Cremains only).**

**Flat Granite – Sections C and J (Crypts – Caskets only)**

**Flat Marble – Section C**

**Upright Marble - Section D**

**Granite Facia – Section I (Columbarium – Urns only)**

**Commercial Monument – Sec B**

**Flat Granite or Marble – Memorial Garden (MG) (No remains interred)**

It may be helpful to visit the VVMC to decide which section a veteran would prefer. Again, we cannot guarantee a specific lot or section at the VVMC, but we will make every effort to honor a veteran's preference at the time of need.

**Specific lots or plots at the VVMC may not be reserved.** Sections with government markers are filled sequentially, using the next available lot within the chosen section at the time of burial. If an eligible spouse or unmarried minor child is still living, the plot or plots adjacent to the deceased will be reserved for them.

The Commercial Monument section (Section B) is also filled sequentially using the next available lot either at the time of burial or at the time a monument foundation is installed.

## **LOT SHARING**

Historically, most cemetery lots in the original section of the VVMC have accommodated one urn or one casket. Changes in the VVMC regulation in 2009 allow us to offer the additional option of having two people interred in a single shared lot if the second burial is an urn. We are encouraging this choice to share a lot as it offers more efficient use of our space, allowing us to serve more veterans.

If a veteran chooses to inter two people in one *shared lot* with a standard government marker, there will be either one upright marker with information on each side, or a flat marker, depending on the type of marker and/or section chosen. Please contact our office for further details and the Shared Lot application.

## PLANNING A BURIAL

A completed eligibility application must be processed and approved before making burial arrangements. Please contact our office, Monday through Friday, between 7:30 a.m. and 4:00 p.m. to obtain an application.

Once a veteran's eligibility has been determined, either the family or the funeral director can call our office to schedule a burial. We will ask the family or funeral director to select a specific section of the cemetery and ask if there is preference for sharing a lot with a family member or two separate lots. The OVA will review other details using a worksheet as well as an estimate of approximately how many people will be attending the burial service to help us manage traffic and planning.

Note that the VVMC is open for burials from early May through early December, weather permitting, and is closed to burials December through April for the original section of the cemetery (Sections A- F). During the time the cemetery is open, burials are conducted Monday through Friday starting at 9 a.m. with the last one scheduled at 1:00 p.m. When a family member or funeral director calls to schedule a burial, the OVA will advise them of the available time choices. There are no burials scheduled on Saturdays, Sundays or state holidays.

**Families and/or funeral directors will have a maximum of 45 minutes from the scheduled start time to complete their services, including the Military Honors presentation.** It is the responsibility of the family to provide clergy and to plan the service. The service may be held at the graveside, in the chapel, or at both locations. **However, no extra time will be provided for services in both locations.** Observing the 45-minute time limit is out of respect for other services scheduled that day as well as the work of the VVMC ground/maintenance crew.

## MILITARY HONOR GUARD

The Office of Veterans Affairs (OVA) staff will request an honor guard detail from the Vermont National Guard (Army or Air Honor Guard) for all veteran burials unless the family requests either no honor guard or an honor guard from a different branch of the service. If a different honor guard team is requested, the OVA will coordinate with the service organization for scheduling military honors. The honor guard team will provide the most appropriate services possible given the military requirements and their resources. The honor guard team may provide honors at the beginning of a committal service, if necessary, to accommodate their schedule and other commitments. If services are held in the chapel, the honor guard may provide honors at the chapel.

## DAY OF THE BURIAL

A representative from the Office of Veterans Affairs (OVA) will attend all committal services to collect the required Burial Transit Permit, and/or Cremation Certificate, as well as the marker application. **All fees must be paid prior to committal. The family and/or funeral home are responsible for providing clergy and pall bearers. At the end of the 45-minute time allotment, the cemetery staff will proceed with burial of the remains.** Families are welcome to stay and observe the actual burial in a safe location away from the grave site. Please notify the Veterans Affairs staff if that is your choice.

## PARKING

When arriving at the VVMC, please make every effort to park all vehicles facing downhill. Do not double park vehicles since all roadways must be open for cemetery personnel and emergency vehicles. Parking with two wheels on the grass is recommended and parking on both sides of the road is allowed

as long as the road is kept open for other vehicles to pass. The OVA staff member will direct traffic and parking.

### **MEMORIAL GARDEN**

Those eligible for burial in the VVMC whose remains have been scattered, buried at sea, or are unavailable for any reason, may have a flat government marker placed in the Memorial Garden. Please contact the OVA for more information.

### **VISITING THE CEMETERY**

The Cemetery Superintendent will open and close the cemetery according to winter weather conditions. Typically, the cemetery is open for burials from May through early December. The cemetery is open to the public at all times. However, during the winter months, snow will be removed only to the Circle of Flags.

### **FLORAL DISPLAYS**

Up to three floral arrangements may be displayed on a grave after burial. Floral arrangements should not be left at any other location in the cemetery, including the Chapel. Floral arrangements will be removed when they wilt, deteriorate or become unsightly (usually within two days).

Cut natural flowers may be placed on a grave at any time. A cutting garden is available for visitors to use. In-ground flower vases may be purchased from the Office of Veterans Affairs (OVA) at any time. No flowers, trees, shrubs or other plants may be planted anywhere in the cemetery. Artificial flowers, lights, spinning wheels, individual flags, plants, etc. are not allowed at any time at the VVMC and will be removed by VVMC personnel. Natural Christmas wreaths may be placed near graves from November through February if they are free-standing and not attached to grave markers.

### **PERPETUAL CARE**

The State of Vermont holds title to all grave lots and provides perpetual care of the gravesites without charge.

### **MEMORIAL DAY CEREMONY**

The state has held an annual Memorial Day ceremony at the Veterans Cemetery since it opened in 1993. This event recognizes the sacrifice of those men and women who have paid for our freedom with their lives. Although the federal standard of observing Memorial Day is on the last Monday in May, the VVMC will conduct its ceremony on the traditional Memorial Day, which is May 30. The ceremony will begin promptly at 3:00 p.m. Call the OVA for additional information.

### **COMMENTS/QUESTIONS**

If you have any questions or concerns, please contact the office of Veterans Affairs at 802 828-3379.