

## **USNA Class of 1983**

### **Guidance Upon Death of a Classmate**

### **August 24, 2020**

The purpose of this document is to provide guidance to Class of 1983 upon the death of a Classmate.

All of this information is to be posted on the Class website and updated there. Direct all Class members to the site for guidance. <http://1983.usnaclass.net/>

Report classmate passing to the Class Secretary. Provide as much information as possible including family member to contact, details on services, and any other information the family is willing to share. Class Secretary:

1. Notifies USNAAA (Ms. Timothy Elizabeth Woodbury) and Class President. If notification is made directly to USNAAA, Ms. Timothy Elizabeth Woodbury notifies Class President and Class Secretary.
2. Reaches out to the Company Rep.
3. If unable to contact the Company Rep, reach out to a roommate/company mate of the deceased Classmate to connect with the family and be the liaison between the family and the Class (Designated Representative).

Designated representative contacts family and addresses the following:

1. Express condolences on behalf of the Class
2. Inform the family that the Class will be posting the basic facts of the passing on Class Social Media pages – Class website and Facebook page. Request guidance on any additional information they would like posted, as well as any restrictions.
3. Get as much information regarding services as possible.
4. Try to find out if the family is open to having classmates participate in memorial services/tributes, etc.
5. Let the family know that the Class would like to send flowers to the memorial service and confirm that they will be welcome. Alternatively, the Class will contribute to the Naval Academy Alumni Association in memory of the deceased classmate.
6. Notify USNAAA of the death per the guidelines listed below.
7. Provide resource list/weblink to the family regarding reporting the death to USNA Alumni Association/Shipmate; services in the yard, etc. All are also listed below.
8. Write or help the family write Shipmate/Last Call obituary. There is guidance at <https://www.usna.com/memorial-affairs/preparing-an-obituary-for-shipmate>
9. Send information regarding the passing, services, family desires for publication to Class social media as follows:
  1. Website: send to webmaster for publication
  2. Facebook: Post information on Facebook
  3. Email: Class Secretary will send a class wide email.

4. Flowers/gift: Notify Class Treasurer via email regarding details on where/when to send flowers or that the family prefers a donation to USNAAA. The Class will spend up to \$100.

Webmaster to include the following links on the website:

1. Tributes and stories <https://www.usna.com/tributes-and-stories>. Starting point for memorial services.
2. Submit an obituary: <https://www.usna.com/submit-an-obituary>
3. Reporting the death of an alumnus to USNA Alumni Association:  
<https://www.usna.com/memorial-affairs/report-the-death-of-an-alumnus>  
Please provide the following information by email to Timothy Elizabeth Woodbury or 410-295-4064 or by mail to: Shipmate Obituaries, 247 King George Street, Annapolis, MD 21402-5068:
  - Full Name and Class year
  - Widow(er) name
  - Name/location of funeral home
  - Newspaper obituary
  - Name of paper
  - Reported by (name/relationship/contact info)
4. Services on the Yard: <https://www.usna.com/memorial-affairs-services-on-the-yard>  
USNA Cemetery/Columbarium eligibility:  
<https://www.usna.edu/Cemetery/eligibility.php#fndtn-panel1USNABurialQualifications>
5. Burial at Sea: <https://www.usna.edu/Cemetery/burial-at-sea.php>