

## NCA DIRECTIVES MANAGEMENT

**1. REASON FOR ISSUE:** To revise the National Cemetery Administration (NCA) directive for management of the official NCA directives and notices program.

**2. SUMMARY OF CHANGES:** This directive reflects the following changes:

a. NCA will no longer issue handbooks as stand-alone documents; mandatory national procedures will be published in directives. Existing handbooks will be maintained until replaced by new directives or formally rescinded;

b. This directive now contains mandatory procedures that previously were published in NCA Handbook 6330.01. These procedures will be supplemented by standard operating procedures maintained by the Legislative and Regulatory Service;

c. Notices were previously issued for six months with one extension; now may be issued for up to one year and will expire at that time;

d. Appendix A was updated with information regarding in-person briefings to the PDUSMA and USMA prior to a directive or notice being signed;

e. Appendix G was added to provide an example of a “summary of changes” table to be used in the PDUSMA and USMA briefings.

**3. RESPONSIBLE OFFICE:** National Cemetery Administration, Legislative and Regulatory Service, 810 Vermont Avenue, NW, Washington, DC 20420, is responsible for the material contained in this directive. Questions may be referred to the Director, Legislative and Regulatory Service, or NCA42EAction@va.gov.

**4. RELATED PUBLICATIONS:**

a. VA Directive 0999 – Enterprise Directives Management (EDM), dated October 9, 2018.

b. VA Handbook 0999 – Enterprise Directives Management (EDM) Procedures, dated August 1, 2019.

**5. RESCISSIONS:**

a. NCA Directive 6330, NCA Directives Management (August 30, 2016);

b. NCA Handbook 6330.01, NCA Directives Management Procedures (February 13, 2017).

**MARCH 6, 2020**

**NCA Directive 6330**

**6. RECERTIFICATION:** This directive is scheduled for recertification the last day of March 2025.

*/s/* Ronald E. Walters  
Principal Deputy Under Secretary for Memorial Affairs

Distribution: Electronic

## NCA DIRECTIVES MANAGEMENT

### 1. PURPOSE/SCOPE:

a. This National Cemetery Administration (NCA) directive updates NCA policy for Directives Management by consolidating policy (previously contained in NCA Directive 6330, dated August 30, 2016) and procedures (contained in NCA Handbook 6330.01, dated February 13, 2017) into a single directive. NCA also will continue to utilize notices as defined in this directive;

b. This directive does not apply to NCA regulations, internal guidance published in other forms (such as SOPs, NCA correspondence), or other written communications or publications (such as NCA Fact Sheets);

c. This directive includes mandatory procedures on developing new or revising current policy documents (see Appendices A and B), and on formatting transmittal sheets, directives, and notices (see Appendices C, D, and E). These procedures will be supplemented by standard operating procedures issued by the Legislative and Regulatory Service.

### 2. POLICY: It is NCA policy that:

a. All official statements of NCA mandatory national policy and procedures having national scope and application will be disseminated in NCA directives published as part of a Directives Management Program managed by NCA's Legislative and Regulatory Service in NCA Central Office;

b. NCA directives must be reviewed and recertified at least every five years and will remain in effect until they are replaced by an updated version of the document or are rescinded by a Notice of Rescission;

c. NCA notices will remain in effect for up to one year and will expire on the designated date. Any substantive content contained in a notice must be published in a directive within one year to remain in effect;

d. Each NCA program office, district, and cemetery, may implement a locally-mandated policy with procedures by establishing district-wide or local SOPs customized for local conditions but may not establish policies that conflict with a nationally-issued directive.

### 3. BACKGROUND:

a. Previously, NCA issued statements of mandatory national policy in directives, and mandatory national procedures in handbooks. In 2018, NCA leadership determined that confusion regarding the distinction between the two types of documents was impeding NCA's ability to publish new and updated statements of policy and decided that NCA will issue only directives that will include both mandatory national policy and mandatory national procedure. Existing handbooks will remain in effect until they are replaced by directives or rescinded by separate notice. NCA will continue to utilize NCA

notices to advise of time-sensitive changes to mandatory national policy or communicate other time-sensitive information;

b. Some NCA policy is still contained in manuals (M40-2 and M40-3). NCA is currently working toward restating this policy in official directives. Some portions of the manuals have been rescinded and are no longer valid. Portions of the manuals that have not been rescinded will remain in effect until they are replaced by directives or rescinded by separate notice.

#### **4. RESPONSIBILITIES**

a. **Under Secretary for Memorial Affairs (USMA)** is responsible for approving and signing all directives or notices, or delegating signature authority to the Principal Deputy Under Secretary for Memorial Affairs.

b. **Principal Deputy Under Secretary for Memorial Affairs (PDUSMA)** is responsible for:

(1) Making final decisions during the annual policy development prioritization process to finalize which policies will be put on plan for development in the fiscal year;

(2) Signing directives and notices when signature authority is delegated by the USMA; and

(3) Making final determination on content of a directive when responsible program office reports irreconcilable differences among program offices.

c. **Deputy Under Secretary for Finance and Planning (DUSF&P)** is responsible for:

(1) Establishing and overseeing the Directives Management Program for NCA;

(2) Appointing a Directives Management Officer in NCA Central Office; and

d. **Chief of Staff** is responsible for:

(1) Reviewing and facilitating USMA or PDUSMA approval of directives and notices; and

(2) Providing concurrence on policies affecting the Office of Engagement and Memorial Innovations (OEMI) and NCA Congressional Affairs and Correspondence Service (40A2).

(3) Disseminating notice of publication of a directive or notice to NCA staff.

e. **Deputy Under Secretaries (DUS)** are responsible for:

(1) Designating a liaison(s) within his or her area of responsibility to coordinate publication issues with NCA's Directives Management Officer;

(2) Defining the policy and/or procedures to be contained in each directive or notice developed for his or her area of responsibility;

(3) Participating in the annual policy development prioritization process to inform which policies will be put on plan for development in the fiscal year.

(4) Defining and communicating DUS-specific procedures for his or her staff to obtain DUS views on policy, so that policy development and responses provided during stakeholder review are consistent with the DUS's views;

(5) Participating in program office presentations of policy project plans and providing feedback so that all policy stakeholders are identified, and that the policy development approach aligns with leadership intent and priorities.

(6) Reviewing proposed directives or notices from other offices and concurring or, if not concurring, working with the Directives Management Officer, the office responsible for the directive, and other program offices as necessary, to resolve any issues preventing concurrence;

(7) Ensuring staff prepares materials (see Appendices F and G) used to brief the Under Secretary and Principal Deputy Under Secretary about a directive or notice presented for signature;

(8) Advising the Directives Management Officer when changes in NCA's official policy position necessitate revision or replacement of a directive or notice within the DUS area of responsibility;

(9) Advising NCA program offices within his or her area of responsibility of new directives and notices, especially roles and responsibilities there within specifically assigned to program offices within his or her area of responsibility.

**f. Responsible Program Office is responsible for:**

(1) Developing project plans and coordinating with the Legislative and Regulatory Service for presenting project plans during policy meetings in accordance with this directive;

(2) Drafting directives or notices for subject matter within their scope of responsibility and coordinating with the Legislative and Regulatory Service to finalize drafts in accordance with this directive;

(3) Presenting draft directives for Preliminary DUS Concurrence in accordance with this directive;

(4) Resolving non-concurrences with assistance from the Legislative and Regulatory Service during Concurrence Process in accordance with this directive;

(5) Preparing necessary briefing documents and presenting the proposed policy to PDUSMA/USMA during the USMA Review and Approval stage in accordance with this directive;

(6) Submitting requests for changes to published directives or notices in accordance with this directive;

(7) Working with the Legislative and Regulatory Service to recertify published directives in accordance with this directive;

(8) Working with the Legislative and Regulatory Service to rescind directives and handbooks in accordance with this directive; and,

(9) Developing SOP documents as needed, or if referenced or required by a directive or notice, within a reasonable timeframe from the policy issue date.

**g. Stakeholders are responsible for** providing timely feedback to Responsible Program Office during Stage 1 (Project Plan) and Stage 2 (Drafting)

**h. Director, Legislative and Regulatory Service, is responsible for:**

(1) Serving as the Directives Management Officer;

(2) Defining and ensuring the efficient operation of the NCA Directives Management Program;

(3) Defining the technical and formatting requirements for NCA directives and notices;

(4) Ensuring that NCA directives and notices are developed in accordance with the directives management procedures in this document; and

(5) Assisting the responsible program office to resolve nonconcurrences and, if necessary, presenting any issues that cannot be resolved to the PDUSMA for final decision.

**i. Chief, Employee Relations and Labor Relations is responsible for:**

(1) Reviewing proposed directives or notices to identify any impacts to the bargaining unit workforce and recommending alternatives to comply with labor agreements; and

(2) Facilitating resolution with the VA Office of Labor Management Relations concerning conflicts with directives or notices.

## **5. DEFINITIONS**

a. Directive. A directive establishes national mandatory NCA policy and related procedures that are applicable to all NCA facilities and employees. Directives have a number of required paragraphs and headings; all NCA directives must contain the paragraphs shown in Appendix D. Additional paragraphs may be added as needed to convey the content, including any required procedures. Alternatively, procedures may be included as an appendix to the directive.

b. Notice. A notice is a time-limited publication (published for up to one year) used to alert NCA staff to information of importance to all NCA staff, such as changes in statutory or regulatory authorities, the rescission of existing directives or other policy statements, or time-sensitive updates to mandated national policy or procedures that will be incorporated in a current or future directive. Notices have a required format consisting of specific paragraphs and headings. but may be of any length. A sample notice is provided in Appendix E.

c. Standard operating procedures (SOPs). SOPs are established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations. In NCA, SOPs may be established by a program office, district office, or national cemetery for its internal operations or to define local implementation of specific components of an NCA directive. [NOTE: SOP documents may be developed by program offices as needed. If a directive references or requires development of an SOP, the responsible program office must complete the SOP within a reasonable timeframe.]

d. NCA Policy Briefing Note. An internal NCA document providing a high-level summary of a directive or notice used to brief the Under Secretary for Memorial Affairs (USMA) or other senior leadership prior to final approval of the subject document. See Appendix F.

e. Recertification. The review and republication of an official NCA directive. Recertification is required every five (5) years; however, directives remain in effect until a replacement document is published or the original document is rescinded.

f. Rescission. Revocation and removal of a document as a statement of official NCA policy. Rescission is accomplished by publishing a replacement document or a notice of rescission.

g. Transmittal Sheet: A transmittal sheet is a required element for all directives and is not a stand-alone document. Transmittal sheets convey essential information about the directive in a summary format. Transmittal sheets bear the formal signature for the underlying directive. All NCA transmittal sheets must adhere to the format shown in Appendix C.

**DIRECTIVES MANAGEMENT PROCEDURES**

**1. DEVELOPMENT PROCESS FOR NEW DOCUMENTS:** Formal development of NCA directives follows a standardized process. All directives must follow each stage of this standardized process and cannot move forward to a subsequent stage until the previous stage is completed. Because notices may contain information that is time-sensitive, they may not progress through all the stages listed below, or stages may be compressed.

a. **STAGE 1 – PROJECT PLAN (DIRECTIVES ONLY):** Program offices should use this stage to have critical discussion with leadership and subject matter experts to consider all aspects of a policy and obtain leadership approval of policy decisions. The stage includes development of a project plan (see Appendix B) that will be signed by management of the responsible NCA program office (Director level or above) and the Director of the Legislative and Regulatory Service to document the decisions made and the projected schedule for completion of the policy. The project plan will be briefed to senior management at a policy status meeting for awareness and feedback. If there is another NCA program office that has unusually significant responsibility, that Director may also be required to sign the project plan; however, only one office may be identified as the “owner” of the directive.

b. **STAGE 2 – DRAFTING:** Each NCA program office is responsible for drafting directives or notices for subject matter within their scope of responsibility. Staff of the Legislative and Regulatory Service are available to assist as needed.

(1) Stakeholder Review: Responsible NCA program offices must obtain stakeholder review of draft directives or notices from all stakeholders identified in the project plan to ensure the content, particularly any procedures, is accurate and attainable, and that it reflects management’s position, as outlined in the project plan. Stakeholders must provide edits or comments in tracked changes. Responsible program offices may include the Legislative and Regulatory Service during this stage as needed. Responsible program offices must document that a complete stakeholder review was conducted.

(2) Program Office Management Approval: Responsible NCA program office staff should consult with their senior leadership while drafting the document and receive documented preliminary approval by the responsible Deputy Under Secretary.

(3) Preliminary DUS Concurrence: Responsible NCA program office staff in coordination with their responsible DUS will present the draft directive to the other DUSs for preliminary review of the directive contents to provide early awareness and help prevent non-concurrences during Stage 3. The program office staff is responsible for obtaining and documenting preliminary DUS Concurrence prior to moving to Stage 3.



**c. STAGE 3 – LEGISLATIVE AND REGULATORY SERVICE REVIEW AND THE CONCURRENCE PROCESS:**

(1) Legislative and Regulatory Service Review: The program office will forward a “clean” (no tracked changes) Word version of the DUS-approved document to the Legislative and Regulatory Service (42E). The assigned analyst from the Legislative and Regulatory Service will review the draft for correct formatting, duplication of information, and consistency with other policies. Analysts will also review for legal issues, including compliance with NCA statutes and regulations, the Administrative Procedure Act, and the Paperwork Reduction Act (if an information collection (with or without forms) is indicated). Any edits will be made using tracked changes and confirmed with the program office.

(2) Legislative and Regulatory Service will create a folder in the electronic concurrence system and assign to the DUSs (41, 42, 43) and NCA COS (for the Office of Engagement and Memorial Innovations (OEMI) and Office of Congressional Affairs and Correspondence (40A2). Edits must be entered into the concurrence system as tracked changes in a Word document (no PDFs). The Legislative and Regulatory Service analysts will compile all edits into a single document and confirm/reconcile them with the responsible program office for their approval. If a DUS non-concurs, the Legislative and Regulatory Service will assist the responsible program office to hold a discussion amongst the non-concurring offices. If a resolution is not reached, the issue will be briefed to the PDUSMA for review and a final decision on the contested issue(s).

(3) Once all concurrences have been received, any edits made, and responsible office has approved, the Legislative and Regulatory Service will format the document for compliance with Section 508 of the Rehabilitation Act of 1973, as amended.

**d. STAGE 4 – USMA REVIEW AND APPROVAL:** The responsible program office will prepare the policy briefing note (see Appendix F), a briefing slide deck, a table of significant changes (if revision of an existing directive, handbook, or notice) or table of significant provisions (if a new directive) (example provided in Appendix G), and other supporting documentation, as appropriate. Legislative and Regulatory Service will prepare a hard-copy folder containing the final version of the policy document and the above listed items prepared by the responsible office. Once the folder is ready, Legislative and Regulatory Service will upload all the documentation to the electronic concurrence system and make an assignment to the PDUSMA’s office (40A). Simultaneously, Legislative and Regulatory Service will make an assignment to the Office of Labor Management Relations (LMR) for concurrence.

(1) Two briefings will be scheduled, one with the PDUSMA and one with the USMA. NCA’s front office staff will send invitations to the program office and the Legislative and Regulatory Service for the briefings. The program office leadership is responsible for presenting the briefing using a slide deck and table of significant changes/provisions. The Legislative and Regulatory Service will support the program office with information as needed. The Legislative and Regulatory Service analyst will attend the briefings to take notes and document any edits/changes requested. Legislative and Regulatory

Service analyst will work with the responsible program office to make all changes requested and prepare a tracked changes version to identify where the PDUSMA's or USMA's requested changes were made to ensure version control. Legislative and Regulatory Service will provide both the tracked changes and final version to the front office; this will allow the PDUSMA and USMA to see where changes were made. When the document is approved, the USMA will determine whether the policy will include USMA or PDUSMA signature; Legislative and Regulatory Service will prepare final document as appropriate.

(2) The USMA will sign the document (or delegate the signature to the PDUSMA) for publication and dissemination if he/she approves the policy document as is or with minor/editorial or technical changes and LMR has concurred or concurred with comments. The document will not be signed until LMR has provided a concurrence.

**e. PUBLICATION:** After the document is signed, the Legislative and Regulatory Service will submit the approved policy document to NCA's webmaster for posting. The Chief of Staff will issue a notification to all NCA staff of the new publication. All DUSs will make any specific notifications to staff within their responsibility as needed. The Legislative and Regulatory Service will maintain an archive of all previous versions of all policy documents.

## **2. CHANGES TO PUBLISHED DIRECTIVES OR NOTICES:**

a. Editorial changes are corrections to fix spelling or other minor errors. Any staff member may submit suggested changes to the responsible program office at any time in any format, e.g., notation on a hard copy page or an electronic message, proposing a minor revision. The responsible office will inform the Legislative and Regulatory Service of the editorial change. After the Legislative and Regulatory Service makes the change, a copy of the amended document will be placed in the official history file and posted. No change will be made to the recertification date when an editorial change is made. No editorial changes will be made during the nine months prior to the recertification date because the document will be undergoing substantive review;

b. Technical revisions are routine updates of information to directives and notices, such as program or personnel titles, phone numbers of contact persons, website addresses, or mail routing codes. Any staff member may submit suggested technical revisions to the responsible program office at any time in any format, e.g., notation on a hard copy page or an electronic message, proposing a minor revision. The responsible office will inform the Legislative and Regulatory Service to consider and make the suggested revision. No change will be made to the recertification date when a technical change is made. No technical changes will be made during the nine months prior to the recertification date because the document will be undergoing substantive review;

c. Substantive revisions are revisions that change existing policy or procedure requirements or the scope of the directive or notice. Substantive changes must be submitted to the responsible program office in writing (e-mail is acceptable) and include: the name and contact information of the individual making the suggestion, a markup of

the suggested change, and hard copy of any background material (copy of new regulation, new or revised procedures, reorganization chart, etc.) that would help to explain or justify the proposed change(s). The responsible office will confer with the Legislative and Regulatory Service on the suggested revision. If the Legislative and Regulatory Service determines that substantive changes are required for a directive, they will work with the responsible office to make the changes and the directive will be recertified and published with a new effective date at any time, to include during the nine months prior to the recertification date. The Responsible Office will include detailed information about new, revised, or deleted information in the directive in the Summary of Changes entry on the document Transmittal Sheet for editorial changes and technical and substantive revisions. If substantive changes are required to a notice, the notice will be rescinded and replaced with a new notice.

### 3. RECERTIFICATION OF PUBLISHED DIRECTIVES

a. Recertification is required every five (5) years for directives. The Transmittal Sheet of each directive will include the date by which the document must be recertified. Legislative and Regulatory Service staff will notify the Responsible Office in writing (electronic mail acceptable) nine months prior to the recertification date of a directive or handbook (until handbooks are replaced by directives). The notification will include any known changes to the authority for the directive or handbook, the published version of the subject directive or handbook in Microsoft Word format, and the policy project plan template;

b. The Responsible Office will review and update directive content, cite references, and changes in operating procedures. The Legislative and Regulatory Service staff will assist in identifying new statutes, regulations, or other guidance issued by NCA, VA, or other oversight authority; and

c. The Responsible Office must reply indicating one of the following options for the subject directive or handbook:

(1) Republish (recertify) with no changes (this option is not available for handbooks, which must be republished as directives, or for notices, which are intended to be time-limited); or

(2) Republish with changes. If the document requires revisions for any reason (including revising a handbook into a directive), the Responsible Office will complete a project plan, and follow the process set forth in this document to revise the document; or,

(3) Officially rescind. For any document proposed for rescission, the program office must account for any existing policy or procedures by identifying whether such policy or procedures are no longer needed or followed or have been incorporated into a different document. This information must be included in the rescission notice.

#### **4. RESCISSION**

a. NCA directives and handbooks remain in effect until they are replaced by an updated version of the document or are rescinded by a Notice of Rescission. Rescission makes a document obsolete through replacement of new guidance or when considered no longer in effect. A document must be rescinded if the information contained in it is no longer valid or has been transferred to another document:

b. A notice rescinding an existing document is subject to the same concurrence process as other policy documents, to give stakeholders an opportunity to provide feedback or reasons why the document should not be rescinded. For any document proposed for rescission, the program office must account for any existing policy or procedures by identifying whether such policy or procedures are no longer needed or followed or have been incorporated into a different document. This information must be included in the rescission notice.

**POLICY PROJECT PLAN**

**Policy Project Plan Summary**

***Create a separate Policy Project Plan for each document being created.***

<b>Project</b>	<b>42E POC</b>	<b>Program Office POC</b>	<b>Target completion date</b>
Project Identifier/Project name			<i>Last day of the fiscal year</i>

**1. Purpose/Need for New or Revised Policy:**

***Reason for new policy or change (cite authority if possible); i.e., identify change to authorities or to procedures that requires new or revised policy); include information on whether target completion date is flexible or must be met and why.***

Identify the reason for new policy or change, with appropriate authority citations, in this section. If the project is a revision to an existing policy, drafters should consider whether a complete recertification is advisable/required (see section II, 1). In addition to a directive or handbook, Legislative and Regulatory Services staff will advise on the need for a regulation.

Details concerning flexibility of the target completion date for publication should be clearly articulated to aid in priority identification and implementation for the program office, NCA and/or VA.

**2. Project Description**

***Summarize the proposed policy: Include information regarding specific policy decisions that have been made regarding the subject matter.***

Summarize the proposed policy and include specific policy decisions that have been made regarding the subject matter. These decisions may have been determined by NCA Leadership via collaborative discussions with affiliates (e.g., labor partners, community partners, congressional staff, the Office of General Counsel, etc.).

**3. Stakeholders**

***Identify offices (e.g., historians, finance, contracting, field staff) that will be consulted in development process)***

Determine who “needs to know” and “who needs to act” on the subject matter included in the draft document. Program offices should provide 42E staff with a list of offices and/or staff (NCA or VA) that should provide input to the draft(s) and be asked for final review and concurrence. In most instances, NCA Employee Relations/Labor Relations division (ER/LR) and district directors should be considered as stakeholders. Historians may be considered stakeholders regarding objects or activities related to NCA historical and cultural materials and resources.

**4. Reference Document Inventory**

*Identify all relevant existing document(s) that will be revised or rescinded by the new document. List any document by name and number; fully explain the proposed policy:*

This reference document inventory section ensures related publications are referenced and revised accordingly or dispositioned to promote succinct and consolidated communication of NCA policy. List all existing documents, such as Directives, Handbooks, Notices, Forms, Standard operating procedures, and other policy memorandums, inclusive of title, identifier number, and date of publication, that will be revised or rescinded by the new document. Fully explain how the proposed policy updates or rescinds the current document in the description column; list the source and other information regarding the proposed policy. Indicate, in “Anticipated Disposition” whether the reference documents listed in the inventory will be revised or rescinded by the policy document being developed.

<b>Document Type</b>	<b>Identifying Information (document number, title, date, etc.)</b>	<b>Description/Source/Other info</b>	<b>Anticipated disposition of existing document (Rescind or Revise)</b>
<b>Directive</b>			
<b>Notice</b>			
<b>Other [memo, letter, etc.]</b>			

**5. Objectives/Strategic Goals**

In addition to Objective 5.2 and Strategy 5.2.1. of NCA’s Long Range Plan (applicable to ALL policies), the program office should list pertinent objectives of the proposed directive and identify the corresponding NCA strategic goals furthered by the proposed policy. The NCA Long Range Plan is located on the NCA home intranet page.

<b>Project Objective</b>	<b>NCA Strategic Goal</b>
1. Provide clear policy and guidance for all stakeholders.	2. Objective 5.2: By the end of 2021, increase the effectiveness of our policies, processes, and tools to improve the quality, consistency, and reliability of our outcomes. a. Strategy 5.2.1: Update or write all necessary policy and regulations and electronically publish and archive these documents to allow easy referencing and searching
[Enter PO identified strategic objective]	[Enter PO identified strategic goal]

6. Work Breakdown Structure

Stage	Step(s)	Responsible Office(s)	POAM Schedule DATES	
			Start Date	Completion Date
<b>Stage 1: Project Plan (not tracked until briefing and project plan is signed)</b>	a. 42E will kick off policy discussion w/ PO	Program Office 42E		
	b. PO will finalize the project plan and obtain DUS/SES signature(s)	Program Office		
	c. Initial Management Briefing	Program Office 42E		
<b>Stage 2: Drafting (65 calendar days)</b>	PO will: <ul style="list-style-type: none"> <li><input type="checkbox"/> obtain stakeholder input</li> <li><input type="checkbox"/> obtain preliminary management approval</li> <li><input type="checkbox"/> produce 6330-formatted draft</li> <li><input type="checkbox"/> obtain DUS concurrence of fully vetted and formatted draft</li> </ul>	Program Office		
<b>Stage 3: 42E review and concurrence process (65 calendar days)</b>	42E will: <ul style="list-style-type: none"> <li><input type="checkbox"/> review PO draft for formatting, legal issues (APA, PRA), redundancies</li> <li><input type="checkbox"/> manage DUS/SES concurrence tasks in VIEWS</li> <li><input type="checkbox"/> resolve any comment or non-concurrence with PO and DUS</li> </ul>	42E		9/30/xxxx
<b>Stage 4: USMA review and approval</b>	PO will: <ul style="list-style-type: none"> <li><input type="checkbox"/> prepare policy briefing note, summary of changes, and slide deck and provide all to 42E</li> </ul> 42E will: <ul style="list-style-type: none"> <li><input type="checkbox"/> complete final review and provide edits to PO</li> <li><input type="checkbox"/> assign LMR concurrence task in VIEWS</li> <li><input type="checkbox"/> create folder in VIEWS for the USMA</li> <li><input type="checkbox"/> prepare hard copy folder with PO briefing documents</li> </ul> PO/42E will coordinate on briefing	Front Office Program Office 42E		

7. Risk(s)

#	Risk Description	Probability %	Impact 1= low; 5 = high
1			
2			

**8. Acknowledgement**

Director [sign above] Legislative and Regulatory Service Date	Program Office Leadership [sign above] Program Office Title Date
---	--



**SAMPLE TRANSMITTAL SHEET FORMAT**

Department of Veterans Affairs  
National Cemetery Administration  
Washington, DC 20420

NCA DIRECTIVE XXXX  
Transmittal Sheet  
{Issue Date}

**DIRECTIVE TITLE GOES HERE**

**1. REASON FOR ISSUE:** State the reason for issuing the new or revised document.

**2. SUMMARY OF CONTENTS/CHANGES:** Modify heading as appropriate, i.e., if a new directive, the title of this paragraph would be SUMMARY OF CONTENTS; if a revised directive, the title would be SUMMARY OF CHANGES. Briefly summarize document content or changes; use designated subparagraphs to list specific changes as shown below:

a. Policy regarding formatting of directives is revised to conform to new guidance issued by NCA’s Directives Management Officer; and

b. Paragraph 4.c.(2) is removed in its entirety because carbon copies are no longer used in the publication process.

**3. RESPONSIBLE OFFICE:** This is a required entry. National Cemetery Administration, Office of \_\_\_\_\_, 810 Vermont Avenue, NW, Washington, DC 20420, is responsible for the contents of this directive. Questions may be referred to *{insert position title or office name, do not use names of individuals}*.

**4. RELATED PUBLICATIONS:** List any VA or NCA documents related to this directive or enter “None.”

**5. RESCISSIONS:** List any previous NCA documents or guidance replaced by this new directive or enter “None.”

**6. RECERTIFICATION:** Use to indicate when review/update of the document is necessary. NCA policy requires review and action on directives every five years. Entry should read “This document is scheduled for recertification on or before \_\_\_\_\_ the last day of *{insert month of signature plus five years}*.”

*Name of Official*  
Under Secretary for Memorial Affairs

Distribution: Electronic

**APPENDIX D -SAMPLE DIRECTIVE FORMAT**  
(See Appendix C for Sample Transmittal Sheet)

{Issue Date}

NCA Directive XXXX

**DIRECTIVE TITLE GOES HERE**

**1. PURPOSE/AUTHORITY:** This is a required entry. Information can be provided in one paragraph or broken into subparagraphs, as appropriate.

a. State the reason for establishing the directive, such as: “The purpose of this National Cemetery Administration (NCA) Directive is to define, authorize, or implement \_\_\_\_\_ concerning \_\_\_\_\_”; and

b. Include any information about the statutory or regulatory requirements or authorities related to the policy stated in the directive. These might include citations from Public Law, the United States Code, or the Code of Federal Regulations.

**2. BACKGROUND:** This is an optional entry. A brief background summary of relevant information may be provided if it will help the reader better understand the purpose of the directive.

**3. POLICY:** This is a required entry. **Briefly** state NCA policy on the subject matter addressed in the directive. Do not put procedures in this section.

**4. RESPONSIBILITIES:** This is a required entry. Briefly list the responsibilities and action requirements for offices and/or staff (use titles and functions, not names of individuals) involved in implementing the policies stated in the directive. Do not list individuals merely because of their role in the organization, for example, the Under Secretary for Memorial Affairs is always responsible for overall administration of NCA cemeteries and programs, so that function need not be repeated in every directive.

**5. PROCEDURES:** This is an optional entry. Procedures should be included in a directive if they are MANDATORY and NATIONALLY APPLICABLE. If procedures are lengthy, they may be included in an appendix instead of here.

**6. REFERENCES:** Cite any references pertinent to the directive subject matter, such as statutes, regulations, or other documents. Use complete titles. Include any identifying information such as edition dates, authors, legal citations, etc., and information about electronic availability.

**7. DEFINITIONS:** This is an optional entry, but if it is used, this is the required title. Define terms (only if used in the directive) that readers may not know; definitions should be consistent with descriptions in other NCA documents.

**7. APPENDIX:** This is an optional entry, but if it is used, this is the required title. Appendices can be used to provide detailed instructions, checklists, copies of referenced forms, etc. Appendices should use unique numbered pages (A-1, A-2, etc.).

**SAMPLE NOTICE FORMAT**

Department of Veterans Affairs  
Washington, DC 20420

NCA NOTICE YEAR-##  
{Issue Date}

**NOTICE TITLE GOES HERE**

**1. PURPOSE/REASON FOR ISSUE:** This is a required entry. Explain the information that is being provided or announced and why. Reasons for publishing notices include:

- a. Providing important information involving or of interest to NCA staff, such as new public laws;
- b. Announcing new time-sensitive policy and/or procedures that will be incorporated in future directives; or
- c. Reminding NCA staff of existing policy and/or procedures.

**2. BACKGROUND:** This is an optional entry and should be kept brief. If the notice was triggered by a particular event, such as enactment of a new or revised statute or regulation, that should be stated here.

**3. CHANGE TO POLICY/PROCEDURES [or other heading that fits the content, e.g., RESTATEMENT OF POLICY or SUMMARY OF PUBLIC LAW]:** This is a required entry. Describe the new or revised policy and/or procedures, or other information being conveyed. State whether the information will be incorporated into an existing directive (the specific number and title should be cited) or a new directive will be created. **NOTE:** *Because notices are time-limited, any content imparting policy or procedures must be incorporated into a directive before the expiration date in paragraph 6 for such content to remain effective.*

**4. RESPONSIBLE OFFICE:** This is a required entry. National Cemetery Administration, Office of \_\_\_\_\_, 810 Vermont Avenue, NW, Washington, DC 20420, is responsible for the contents of this notice. If desired, an additional line can be used to state "Questions may be referred to \_\_\_\_\_. *{insert position title or office name, do not use names of individuals}*

**5. RESCISSION:** This is a required entry. State whether an existing publication is rescinded (in full or in part).

**6. EXPIRATION:** This is a required entry. Notices may remain in effect for up to one year. All notices will be archived one year on their expiration date.

*Name of Official*  
*Under Secretary for Memorial Affairs*

Distribution: Electronic

**NCA POLICY BRIEFING NOTE FOR DIRECTIVES AND NOTICES**

**Title:**

**Views Case #:**

**Program Office POC:**

**42E POC:**

**Phone:**

**Phone:**

QUESTION	RESPONSE
1. Is this an NCA or VA Directive or Notice?	
2. If this is a Notice, state the date of rescission you need and justification for the time the notice will be in place.	
3. Is this a <b>NEW</b> Directive or is this an <b>UPDATE</b> to an existing Directive?	
3.a. When does the old Directive expire?	
4. Why is the Directive being published (i.e., cite new legislation, regulations, procedures, or policy decisions)?	
5. If this is not new, what are the changes from the last issued Directive compared to the newly issued Directive (cite page numbers corresponding to the changes)?	
6. Concurrences received (include dates):	DUS Field Programs & Cem Ops (41) _____ DUS Finance and Planning (42) _____ DUS Management (43) _____ NCA COS (for 44 or 40A2 (select one)) _____
6.b. Were there any significant concerns or issues raised by others through the concurrence process?	
6.b. What was the nature of LMR Concurrence on this document? (Check one).  <u><b><i>If pending, briefing may continue but hold document for signature until LMR concurs.</i></b></u>	<input type="radio"/> Pending <input type="radio"/> Concur <input type="radio"/> Concur with comment (FYI to unions) <input type="radio"/> Concur with condition (Bargaining Condition cleared (check after bargaining ONLY))
7. Who will be affected by the changes in the Directive?	
8. How will the responsible program office notify the field of these changes? Add or attach implementation action plan.	

**EXAMPLE OF SUMMARY OF SIGNIFICANT CHANGES**

*(This example is based on changes made to this directive (NCA Directive 6330) in 2019. This chart may be formatted in portrait or landscape orientation as needed)*

PRIOR VERSION NCA Directive 6330 (signed August 30, 2016)	NEW (REVISED) VERSION NCA Directive 6330 (2019)	REVISED Page # or Location
<b>ADDED PROCEDURES PREVIOUSLY PUBLISHED IN HANDBOOK XXXX</b>		
Not in prior version	Because NCA leadership had decided to combine directives and handbooks into a single document, the procedural requirements for this program previously contained in Handbook 6330.01 have been incorporated into Directive 6330	Appendices; miscellaneous provisions
<b>REVISED RESPONSIBILITIES</b>		
USMA was responsible for signing all directives	Added provision allowing USMA to delegate signature to PDUSMA	2
Not in prior version	Added provision that PDUSMA may sign when USMA delegates	2
Not in prior version	Added provision that PDUSMA will decide how to reconcile disagreements among program offices; Directives Management Officer will present cases of disagreement to PDUSMA	2; 3
Not in prior version	Added responsibility for DUSs to define process for their staff to obtain the DUS's views so that policy development and reviews of other offices' policies reflect the DUS views	2
Offices could work out differences regarding policies in concurrence before concurring	Clarified that offices either concur or non-concur on a policy in the concurrence system. Discussion of the reasons for nonconcurrence will be facilitated among offices by the Directives Management Officer.	2,3
Not in prior version	DUSs must prepare materials used in briefings to PDUSMA/USMA	3
<b>OTHER MISCELLANEOUS CHANGES</b>		
Notices were archived after six months, unless renewed for an additional six months	Notices will remain in effect for one year and will expire on the designated date. Any substantive content contained in a notice must be published in a directive within one year to remain in effect.	1
Not in prior version	Added language indicating that more than one program office may sign a project plan if the office has significant responsibilities within the directive.	
Not in prior version of directive (were in handbook)	Appendices added to define directives process and provide examples for guidance	Appendices
Not in prior version	Procedures are added for in person briefings to PDUSMA/USMA	A-4
Not in prior version	Added an example of a "Summary of Significant Changes" table for briefings	Appendix G
Prior version contained procedures regarding LMR concurrence	Removed LMR concurrence information. This step is handled by the Legislative and Regulatory Service. Program offices need only know that LMR concurrence is required but not the detailed steps on how it will be handled. <b>LMR concurrence is still required PRIOR TO a directive being signed.</b>	N/A