

**RESCISSION OF POLICY MEMORANDUM ON
GRAVESITE REVIEWS FOR CHANGE OF AUTHORITY**

- 1. PURPOSE:** This notice formally rescinds Under Secretary for Memorial Affairs (USMA) Policy Memorandum on Gravesite Reviews for Change of Authority (COA) dated November 5, 2013.
- 2. BACKGROUND:** The USMA Policy Memorandum published on November 5, 2013, established a policy to conduct independent gravesite reviews in advance of Cemetery Director transfers to new positions within the National Cemetery Administration (NCA). This independent COA gravesite review was also conducted before a management-directed reassignment, voluntary separation, or before the retirement of a Cemetery Director. The memorandum also required the Deputy Under Secretary for Field Programs to issue a memorandum establishing gravesite reviews and reporting procedures, and to review those procedures every three years. The independent COA review was designed to confirm that the Cemetery Director successfully managed processes to properly inter remains and accurately mark gravesites for all burials that occurred during their tenure at the cemetery. Independent COA reviews were different from Routine Gravesite Reviews (RGRs) because RGRs are conducted on an annual basis or every other year based on cemetery volume. COA gravesite reviews were conducted only when a Cemetery Director's tenure ended at a national cemetery.
- 3. CHANGE TO POLICY:** NCA Cemetery Operations implemented Policy Memorandum NCA-41A-2019-01: Routine Gravesite Reviews on December 10, 2018 (updated May 2, 2019) requiring District Executive Directors to complete an RGR every year for High Volume cemeteries and every other year for Low Volume and Infrequent cemeteries. The new memorandum also outlines the schedule and procedures that District Executive Directors follow to conduct RGRs. In addition, COA independent reviews will no longer be conducted at the end of a Cemetery Director's tenure at a national cemetery and are replaced by RGRs, which will be conducted every year, or every other year based on cemetery volume.
- 4. RESPONSIBLE OFFICE:** National Cemetery Administration, Legislative and Regulatory Service, 810 Vermont Ave., NW, Washington, DC 20420, is responsible for the contents of this notice. Questions may be referred to NCA42EACTION@va.gov.
- 5. RESCISSION:** USMA Policy Memorandum on Gravesite Reviews for Change of Authority dated November 5, 2013.
- 6. EXPIRATION/ARCHIVE:** This notice will be archived on the last day of December 2019.

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

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