MANAGEMENT AND DECISION SUPPORT SYSTEM PROCEDURES

1. REASON FOR ISSUE: To add information about the National Cemetery Scheduling Office (NCSO) in the National Cemetery Administration (NCA) Management and Decision Support System (MADSS).

2. SUMMARY OF MAJOR CHANGES: This change adds information about screens and reports available to NCSO MADSS users.

NOTE: New or revised information is noted by a line in the left margin.

3. RESPONSIBLE OFFICE: National Cemetery Administration, Policy and Planning Service, 810 Vermont Ave NW, Washington, DC 20420, is responsible for the contents of this handbook.

4. RELATED PUBLICATION: NCA Directive 3140 – Management and Decision Support System (September 21, 2011).

5. RESCISSIONS: NCA Handbook 3140 – Management and Decision Support System (September 21, 2011) pages 3 through 9, A-7, A-12, and Appendix B.

6. RECERTIFICATION: This handbook is scheduled for recertification in September 2014.

/s/
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Distribution: Electronic

<u>MANAGEMENT AND DECISION SUPPORT SYSTEM PROCEDURES</u>

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SECTION I – INTRODUCTION

1. PURPOSE AND SCOPE

a. The National Cemetery Administration (NCA) Management and Decision Support System (MADSS) is an electronic system of tracking cemetery workload and administrative data. MADSS was developed to improve the accuracy and consistency of data received from the national cemeteries. The information for MADSS is collected under the authority in title 38, United States Code, sections 2400(a) and 2404.

b.   NCA/MADSS is a menu driven, user-friendly, on-line data entry system. Cemeteries submit workload and administrative data to the Department of Veterans Affairs (VA) Quantico Information Technology Center (QITC) in Virginia. Cemetery personnel can enter current month or quarterly data and correct current month or quarterly data within the current fiscal year. The system also gives NCA Central Office, Memorial Service Network (MSN) and national cemetery staff the ability to generate and print reports. This handbook explains data entry procedures and specifies the information to be reported in the subject areas listed below:

NCA/MADSS 01 - Cemetery Interments and Gravesite Activities (Monthly)
Number of interments by Memorial Service Network (MSN), type of interment, and disinterment information for the month (see Appendix A-01).

NCA/MADSS 02 - General Schedule (GS) Employee Activities (Monthly)
Number of hours worked by each GS employee and in what category these hours were worked for the month (see Appendix A-02).

NCA/MADSS 03 - Wage Grade (WG) Employee Activities (Monthly)
Number of hours worked by each WG employee and in what category these hours were worked for the month (see Appendix A-03).

NCA/MADSS 04 - Miscellaneous Management Data (Quarterly)
Safety, Freedom of Information Act (FOIA), and Visitor Data. This data is not reported in hours, but in the actual amount of activity performed in each area for the quarter (see Appendix A-04).

NCA/MADSS EN - Energy Management Data (Monthly)
Actual **(not estimated)** energy usage data is reported (see Appendix A-EN).

NCA/MADSS OR - Outreach (Monthly)
Number of outreach events, number of attendees, and cost of conducting outreach efforts is reported (see Appendix A-OR).

2. DATA ENTRY STEPS

Step 1 - Site Administrator (or designated individual) enters data for site (or sites) under their jurisdiction in correct reporting format. The NCA/MADSS Data Manager (*Policy and Planning Service)* can provide assistance with any problems or questions.

Step 2 - Site Administrator or designee reviews data for timeliness (entry within the first five (5) workdays of each month), accuracy and completeness.

Step 3 - Site Administrator or designee is the final reviewing authority and authorizes release of the data into MADSS.

NOTE: *Users who need clarification of category definitions and/or global messages, information on how to respond to messages that appear on the input screen, or assistance in correcting data, should contact the NCA/MADSS Data Manager.*

3. HISTORY

a. When the National Cemetery Administration (NCA) was first established in 1973, all cemetery workload and administrative data were input into the Automated Management Information System (AMIS). Under AMIS, cemetery administrators recorded workload and personnel data on AMIS code sheets that were submitted to their servicing stations (VA Medical Center or Regional Office) for transmittal of the data to Austin, Texas, by teletype. Some servicing stations were as far as 150 miles from the cemetery being served. The distance between cemeteries and their servicing stations resulted in delays in receiving error messages. Many corrections were not input into the system in time to be reflected on the reports.

b. NCA/MADSS Phase I was a short-term initiative to automate NCA data input into the AMIS system. Utilizing a For Online Computer USers (FOCUS) database, Phase I provided cemeteries with the capability of bypassing the servicing stations and entering their own AMIS data into a centralized system in Austin via Wang PCs and VA Data Telecommunications System (VADATS) capabilities. The Phase I system mirrored AMIS; therefore, all of the input screens collected the same data as the old AMIS code sheets. Phase I greatly increased the accuracy and timeliness of information for NCA officials.

c. Phase II of NCA/MADSS departed from AMIS completely. FOCUS was used for all report input and output. Phase II reduced the amount of data that cemetery personnel input into NCA/MADSS each month by combining similar or redundant information, and eliminating some information previously collected through various other manual reports. It also added information collection on subjects such as energy usage, not previously reported.

d. NCA/MADSS has been improved since it was first developed. The database was migrated from Austin, Texas, to the NCA Systems Integration Center (SIC) in Quantico, Virginia. The data was converted from a hierarchical structure to a relational structure contained within an ORACLE database. At this point, the program application took the form of four specialized field-response data screens. The NCA/MADSS 01 screen (Cemetery Interments and Gravesite Activities) now accepts interment data automatically from the Burial Operations Support System (BOSS). This data transfer eliminates data entry errors, and reduced cemetery personnel workload. In the past, Austin generated and electronically delivered reports to Central Office and the cemeteries on a monthly basis. NCA/MADSS, accessible through the Quantico Information Technology Center (QITC), now includes a report menu system which gives Central Office and cemetery personnel full access to request and print reports.

SECTION II – NCA/MADSS OPERATIONAL GUIDE

1. SYSTEM USERS

The primary customers extracting direct NCA/MADSS information in Central Office are the statistical analysts in the NCA Policy and Planning Service. All cemeteries and NCA components with AMIS equipment, and the MSN regional offices, have access to NCA/MADSS.

2. LOGGING INTO MADSS FROM THE FIELD

MADSS is accessible only through the Burial Operations Support System (BOSS). BOSS can be accessed via the QITC Intranet Website at: http://vaww.cem.va.gov:
>   Step 1 - Along the left margin, move the mouse over "Burial Operations Support System"
>   and click on BOSS Application
>   Step 2 - Type in the User ID, press the Tab key
>   Step 3 - Type in the Password, press the Enter key

3. GLOBAL MESSAGE

The first NCA/MADSS screen is the Global Message. Data Managers in Central Office can change this message at any time, and **the Global Message should always be reviewed by the Site Administrator.** The Global Message informs Site Administrators of changes, provides practical operational advice, and gives notice of upcoming NCA/MADSS deadlines. Click the OK button to advance to the Main Menu.

4. NCA/MADSS SCREENS

The NCA/MADSS Main Menu provides choices for selecting data input screens, data read-only screens, or a reports (print) menu. Choose the desired NCA/MADSS screen from those listed below.

>   **Data Input Screens**
>   NCA/MADSS 01 – Interment and Gravesite Activities
>   NCA/MADSS 02 – General Schedule Employee Activities
>   NCA/MADSS 03 – Wage Grade Employee Activities
>   NCA/MADSS 04 – Miscellaneous Management Data Quarterly
>   NCA/MADSS EN – Energy Management Data
>   NCA/MADSS OR – Outreach
>   **Read-Only Screens**
>   NCA/MADSS AA – Cumulative Data
>   NCA/MADSS ACT – Missing Activity (input) Report
>   NCA/MADSS HIS – Update History Log
>   **Reports (Print) Menu**
>   NCA/MADSS RPT – Reports

>   *NOTE:* NCSO MADSS users are now able to access the following:
>   NCA/MADSS 02 - General Schedule Employee Activities
>   NCA/MADSS 03 - Wage Grade Employee Activities
>   NCA/MADSS ACT - Missing Activity (input) Report
>   NCA/MADSS HIS - Update History Log
>   NCA/MADSS RPT - Reports

5. AUTOMATED BOSS-TO-NCA/MADSS TRANSFER

a. NCA/MADSS uses BOSS interment data to populate fields 001 through 018, 100 through 102, 126, 127, and 132 through 135 of the NCA/MADSS 01 screen.

b. On the second workday of each month, NCA/MADSS searches prior-month BOSS interment data and generates a BOSS-to-NCA/MADSS Transfer (BMTR) Case-Pending Report for each cemetery. This report is generated automatically at each data-reporting cemetery site. The "Pending" report contains BOSS cases with incomplete schedules that have not been finalized. Since NCA/MADSS counts only BOSS cases with interment dates (cases with completed schedules), the "Pending" report lists cases that may not be finalized before the actual transfer takes place. Because the interment cases can be accessed electronically in BOSS, changes in a case may be made to the Record of Interment (ROI), tabulated as a completed schedule the following day (up to the sixth workday), and be credited to the monthly total.

c. On the sixth workday of each month, NCA/MADSS gathers BOSS case data for all previous months of the current fiscal year. The BOSS-to-NCA/MADSS Transfer Report (BMTR), available from the NCA/MADSS Report Menu, contains a summary of the BOSS case information used to determine the NCA/MADSS 01 screen data. The BMTR can be generated for a listing of all interment cases for the previous month, or for a listing of all interment cases from the beginning of the current fiscal year.

6. DATA INPUT SCREEN NAVIGATION

a. All NCA/MADSS data input screens function in the same manner. Below the User ID, page numbers, NCA/MADSS screen title, and station name is the "search box." The "search box" accepts user-supplied information and searches the NCA/MADSS database.

b. All NCA/MADSS data input screens start in Query Mode. Use the Enter, Tab, and Shift-Tab keys to navigate between all enterable fields in the "search box." If a field is required, NCA/MADSS input will not progress to the next field until the required information is supplied for the current field. The CEMETERY field has an active List of Field Station Numbers. Press F6 and a pop-up box of all valid cemetery numbers/names will appear. Use the arrow keys to scroll up and down the list. Press Enter to make a selection, or press F8 to exit the pop-up box and enter the cemetery station number manually. All users must specify a MONTH and YEAR. **Please note that the MONTH and YEAR fields are CALENDAR and NOT FISCAL.** When sufficient information has been input in the "search box," press F5 to execute the query and retrieve data from the NCA/MADSS database.

c. The remainder of the screen's fields will be automatically populated with site-specific data. The cursor will appear in a field below the "search box" and the user may navigate through the rest of the screen. If the NCA/MADSS data input screen has more than one page, use the PgUp and PgDn keys to cycle through them. Use the Enter, Tab, and Shift-Tab keys to navigate among the fields on a given page.

d. To modify the value in a field, simply navigate to the desired field and type the new value over the old one. Press F7 to commit/save any changes made, or press F8 to exit and return to the NCA/MADSS Main Menu.

e. **Press Alt-F2 to submit a Negative Report for the month.**

f. Press F4 to clear the bottom portion of the screen and to return the cursor to the "search box."

g. Enter new information in the Query Mode to generate further data searches.

7. DATA INPUT SCREENS

a. **NCA/MADSS 01 - Interments and Gravesite Activities.** This screen is four pages in length. A check that the sum of fields 001 through 018 is equal to the sum of fields 101 through 102 will automatically be performed at the time of commit/save. Cemeteries inputting data into BOSS **cannot enter or modify** data in fields 001 through 018, 100 through 102, 126, 127, or 132 through 135. These data are transferred automatically to NCA/MADSS from BOSS. The only way to modify the totals in these fields is to modify the information about the specific cases originally input into BOSS. Prior fiscal year data are protected and can **ONLY** be modified by the MADSS Data Manager.

b. **NCA/MADSS 02 - General Schedule (GS) Employee Activities.** This screen is one page in length. A check that the sum of fields 001 through 004 is equal to the sum of fields 005 and 014 will automatically be performed at the time of field transfer of information to the QITC. The first part of the equation balance determines the amount of time available to GS personnel during the month, while the second part categorizes the activities in which the time was devoted. An error message will be displayed if the data shows contradictory information. Prior fiscal year data is protected and can **ONLY** be modified by the MADSS Data Manager.

c. **NCA/MADSS 03 - Wage Grade (WG) Employee Activities.** This screen is three pages in length. A check that the sum of fields 001 through 004 is equal to the sum of fields 005 through 033 will automatically be performed at the time of commit/save. The first part of the equation balance determines the amount of time available to WG personnel during the month, while the second part categorizes the activities in which the time was devoted. An error message will be displayed if the data shows contradictory information. Prior fiscal year data is protected and can **ONLY** be modified by the MADSS Data Manager.

d. **NCA/MADSS 04 - Miscellaneous Management Data** (Quarterly Activities). This screen is one page in length and contains no summation checks at commit/save. Prior fiscal year data is protected and can **ONLY** be modified by the MADSS Data Manager.

e. **NCA/MADSS EN - Energy Management Data.** This screen is one page in length. Prior fiscal year data is protected and can **ONLY** be modified by the MADSS Data Manager.

f. **NCA/MADSS OR - Outreach.** This screen is two pages in length. Prior fiscal year data is protected and can **ONLY** be modified by the MADSS Data Manager.

8. READ-ONLY SCREEN NAVIGATION

a. All NCA/MADSS Read-Only screens function in the same manner. Below the user ID, page numbers, NCA/MADSS screen title, and station name is the "search box." The number of fields in this box differ from the Read-Only screens, but all perform the same function; they accept user-supplied information and perform searches of the NCA/MADSS database.

b. All NCA/MADSS Read-Only screens start in Query Mode. Use the Enter, Tab, and Shift-Tab keys to navigate between all enterable fields in the "search box." If a field is required, NCA/MADSS will not progress to the next field until information has been supplied for the current field. In the CEMETERY field, enter the three digit cemetery station number or press F6 for a List of Field Station Numbers. A pop-up box of all valid cemetery numbers/names will appear. Use the arrow keys to scroll up and down the list. Press Enter to make a selection, or press F8 to exit the pop-up box and enter the cemetery station number manually. **Please note that the MONTH and YEAR fields are CALENDAR and NOT FISCAL.** When sufficient information has been entered into the "search box," press F5 to execute the query and retrieve data from the NCA/MADSS database.

c. The remainder of the screen's fields will be populated with site-specific data. The cursor will appear in a field below the "search box" and the user may navigate through the rest of the screen. If the NCA/MADSS input screen has more than one page, use the PgUp and PgDn keys to cycle through them. The Enter, Tab, and Shift-Tab keys will navigate among the fields on a given page, but **the data cannot be changed.**

d. Press F8 to exit and return to the NCA/MADSS Main Menu. Press F4 to clear the bottom portion of the screen, and to position the cursor back in the "search box" to enter Query mode again (causing NCA/MADSS to accept different search data).

9. READ-ONLY SCREENS

a. **NCA/MADSS AA - View NCA/MADSS Cumulative Data.** This screen allows users to view interment and gravesite data accumulated from the first day NCA/MADSS Phase I went on-line to the present. This screen is two pages in length. Field Station users have access to all managing/managed cemeteries. MSN users have access to all cemeteries in their network and may leave the CEMETERY field blank for a MSN-wide view. Central Office users have access to all cemeteries and may leave the CEMETERY field blank for a nationwide view.

b. **NCA/MADSS ACT - View NCA/MADSS Missing Activity (Input) Report.** This screen allows users to view missing cemetery data. It is useful to determine which cemeteries have or have not reported their data during the course of the monthly data collection cycle. This screen is one page in length. Field Station users have access to all managing/managed cemeteries. MSN users have access to all cemeteries in their network and may leave the CEMETERY field blank for a MSN-wide view. Central Office users have access to all cemeteries and may leave the CEMETERY field blank for a nationwide view. All users must specify a MONTH and YEAR. **Please note that the MONTH and YEAR fields are CALENDAR and NOT FISCAL.** The fields 01 through 04, EN and OR correspond to MADSS screens 01 through 04, Energy Management, and Outreach. A "**Y**" in these fields indicates the cemetery has entered all or part of their NCA/MADSS data for that screen (for that month or quarter). An "**N**" indicates that a "Negative Report" was issued by the cemetery. A blank space means no submission has been made to date. The up and down arrow keys allow scrolling through the list of cemeteries.

c. **NCA/MADSS HIS - View NCA/MADSS Update History Log.** This screen provides users with an audit trail for each prior data correction that has been made in the system. This screen is one page in length. Field Station users have access to all managing/managed cemeteries. MSN users have access to all cemeteries in their network. Central Office users have access to all cemeteries. All users must specify a MONTH and YEAR. **Please note that the MONTH and YEAR fields are CALENDAR and NOT FISCAL.** The SCREEN and FIELD

fields are optional but highly recommended. Not only will use of those fields speed up the database search, more importantly, it will reduce the amount of unwanted information retrieved. Use the up and down arrow keys to scroll through the data.

10. REPORTS

The NCA/MADSS Report Menu provides a means for selecting and printing NCA/MADSS reports. Use the arrow keys to toggle through the report names (and descriptions). When the desired report is displayed on the screen press Shift-F10 or Enter to generate and print the report. A destination printer confirmation screen may appear. Confirm the desired printer selection and press Enter. Press F8 to return to the NCA/MADSS Main Menu. Each report whose title code ends in either a 1 (monthly) or a 2 (quarterly) includes a list of the individual national cemeteries (grouped by MSN), and contains site, MSN, and NCA-wide summary totals.

BOSS-MADSS Reporting

BMTRC (BOSS Monthly Interment Report)
    This BOSS-to-NCA/MADSS Transfer Report contains a summary of the BOSS case information NCA/MADSS used to determine the totals for the NCA/MADSS 01 screen (fields 001 through 018, 100 through 102, 126, 127, and 132 through 135) for the preceding month. This report is accessible to Central Office, MSN, and Field Station users.

BMTRP (BOSS Fiscal Year To Date Interment Report)
    This BOSS-to-NCA/MADSS Transfer Report contains a summary of the BOSS case information NCA/MADSS used to determine the totals for the NCA/MADSS 01 screen (fields 001 through 018, 100 through 102, 126, 127, and 132 through 135) from the beginning of the current fiscal year. This report is accessible to Central Office, MSN, and Field Station users.

MADSS Output Reports (also listed in Appendix B)

5CA1 (Monthly Interment Report)
    This report contains casket and cremation interment counts for cemeteries by current month, fiscal year to date, and total to date. This report is accessible to Central Office users only.

5CB1 (Gravesites - Casket Sites)
    This report contains casket sites added and lost, and unoccupied sites used for cemeteries by current month, fiscal year to date, and total to date. This report is accessible to Central Office users only.

5CC1 (Available Sites - Casket/Cremain)
    This report inventories all remaining end-of-month developed-acreage gravesites, including multiple-categories of casket sites (unoccupied sites, committed-site reservations, and unoccupied, uncommitted sites), and cremain sites (half-sites, obstructed sites, and niches). This report is accessible to Central Office users only.

5CD1 (Cremain Sites and Niches)
    This report contains all half-sites, obstructed sites, and niches added or lost during the month. This report is accessible to Central Office users only.

5CE1 (Cremain Sites and Columbaria Niches)
    This report contains unoccupied cremation sites that were used during the month in the categories of half-sites, obstructed sites, and columbaria niches. This report is accessible to Central Office users only.

5CF1 (Monthly Interment and Gravesite Activity and Status Summaries)
    This report contains all interments and gravesite status for the month, fiscal year to date, and total to date figures. This report is accessible to Central Office, MSN, and Field Station users.

5CG2 (Current Quarterly Management Data, Part I)
    This report contains safety, graveliner, visitor, and off-cycle interment data from the current fiscal quarter. This report is accessible to Central Office users only.

5CG2 (Previous Quarterly Management Data, Part I)
    This report contains safety, graveliner, visitor, and off-cycle interment data from the previous fiscal quarter. This report is accessible to Central Office users only.

5CH2 (Current Quarterly Management Data, Part II)
    This report contains the number of interments by primary/secondary service area, number of interments by contract, disinterment sites gained during the current fiscal quarter, and the number and status of Freedom of Information Act requests. This report is accessible to Central Office users only.

5CH2 (Previous Quarterly Management Data, Part II)
    This report contains the number of interments by primary/secondary service area, number of interments by contract, disinterment sites gained during the previous fiscal quarter, and the number and status of Freedom of Information Act requests. This report is accessible to Central Office users only.

5CI2 (Monthly Acreage Data)
    This report contains a cemetery-by-cemetery inventory of developed and undeveloped acreage, gravesite potential in undeveloped acreage, and the estimated gravesite depletion (closing) date for open national cemeteries. This report is accessible to Central Office users only.

5CJ1 (Reserved and Adjacent Gravesite Set-Aside (AGS))
    This report contains the number of reserved sites used or cancelled during the month, additions to AGS reservations, and the remaining balance of inventory. This report is accessible to Central Office users only.

5CK1 (Current Monthly Energy Usage)
    This report contains the amount of electricity, fuel oil, natural gas, liquefied petroleum gas (LPG), kerosene, gasoline, diesel, petroleum, and potable water used in the previous month. The amount of building square footage is also tabulated. This report is accessible to Central Office users only.

5CK1 (Previous Monthly Energy Usage)

This report contains the amount of electricity, fuel oil, natural gas, LPG, kerosene, gasoline, diesel, petroleum, and potable water used in the previous month. The amount of building square footage heated and/or cooled by each cemetery during the previous month is also tabulated. This report is accessible to Central Office users only.

5CL2 (Current Quarterly Volunteer Hours)

This report contains the count of how many hours scouts, service organizations, Chapter 31, court-supervised, work-study students, or others volunteered services during the current fiscal quarter. This report is accessible to Central Office users only.

5CL2 (Previous Quarterly Volunteer Hours)

This report contains the count of how many hours scouts, service organizations, Chapter 31, court supervised, work-study students, or others volunteered services during the previous fiscal quarter. This report is accessible to Central Office users only.

5CM1 (Activity Summary of Employee Hours)

This report contains all established-category activities performed by both GS and WG employees for the month. This report is accessible to Central Office, MSN, and Cemetery users.

5CN1 (Detailed Summary of WG Employee Activities)

This report contains a detailed version of WG employee activity per category. This report is accessible to Central Office, MSN, and Cemetery users.

5CO1 (Adjacent Gravesite Set-Aside (AGS) for Cremated Remains)

This report contains the number of AGS established, used, or cancelled during the month, the FYTD totals for each category, and the remaining balance of inventory for in-ground cremations, garden niches, and columbaria niches. This report is accessible to Central Office users only.

5CY2 (Current Quarterly Interments by Service Era)

This report lists the number of veterans interred by war and/or peace periods; the number of active duty, eligible reservist, and dependent interments; and the type of burial (casket/cremain) in each category during the current fiscal quarter. This report is accessible to Central Office users only.

5CY2 (Previous Quarterly Interments by Service Era)

This report lists the number of veterans interred by war and/or peace periods; the number of active duty, eligible reservist, and dependent interments; and the type of burial (casket/cremain) in each category during the previous fiscal quarter. This report is accessible to Central Office users only.

OUTR (Monthly Data Outreach Tracking)

This report contains events at which an NCA employee actively participated in a way that informs those present about burial benefits for veterans and their families. This report is accessible to Central Office users only.

APPENDIX A – DATA ENTRY SCREENS, FIELDS AND DESCRIPTIONS

A – 01 MONTHLY DATA ENTRY/INTERMENTS & GRAVESITES

(Data submitted on a monthly basis.)

NCA/MADSS 01 Fields

Listed below is a description of interment/gravesite data to be input into each field. BOSS inputs data fields 001 through 018, 100 through 102, 126, 127, and 132 through 135 directly and automatically into NCA/MADSS.

Field 001 - 012 (Interment Data, Type of Interment by Period of Service)
Enter the number of veterans interred in the cemetery during the month in the fields which reflect the periods of decedent military service, and the type of interment (casket or cremain (other than scattered)). For veterans who served in more than one war period, cite the earliest period served. If service includes one or more war periods and peacetime, enter (into the BOSS record) the first period of war service.

Field 013 - 014 (Active Duty)
Enter the number of interments of service personnel who died while on active duty and were interred in the cemetery during the month, in the field which reflects the type of interment (casket or cremain).

Field 015 - 016 (Dependent)
Enter the number of dependents of veterans and active duty personnel who where interred in the cemetery during the month, in the field which reflects the type of interment (casket or cremain).

Field 017 - 018 (Reservist)
Enter the number of eligible reservists interred in the cemetery during the month, in the field which reflects the type of interment (casket or cremain).

- Only code service personnel in the reservist category that **did not** serve on active duty. Veterans who served on both active duty and in the reserves should be counted in the service era they served while on active duty.

- Fields 001 through 018 include all interments (contract, weekend, holiday, columbarium, etc.).

Field 100 (Interments by Contract)
Enter the number of interments (casket or cremain) performed during the month by other than cemetery personnel, or for which such services were contracted.

SERVICE AREAS

| 101 | 0 | Primary Service Area | 102 | 0 | Secondary Service Area |

UNOCCUPIED UNCOMMITTED SITES SUITABLE FOR CASKETS REMAINS

| 103 | 0 | Sites Gained | 104 | 0 | Sites Lost |
| 105 | 0 | Sites Used | | | |

COMMITTED RESERVATIONS / SET ASIDES FOR CASKETED REMAINS

106	0	RES Gravesites Used	107	0	RES Gravesites Canceled
108	0	AGS Established	109	0	AGS Canceled
110	0	AGS Used			

Field 101 (Service Area - Primary)
Enter the number of interments of decedents whose residence was from 0 - 75 miles from the cemetery.

Field 102 (Service Area - Secondary)
Enter the number of interments of decedents whose residence was more than 75 miles from the cemetery.

Data fields 103 thru 125, and 128 thru 131 are entered manually by the Site Administrator.

Field 103 (Unoccupied, Uncommitted Sites [Casket] - Gained)
Enter the number of full-casket gravesites gained during the month by means other than disinterment. This field should also exclude canceled reserved or AGS sites reported in fields 107 and 109.

Field 104 (Unoccupied Uncommitted Sites [Casket] - Lost)
Enter the number of full-casket gravesites which were previously counted as suitable for the interment of casketed remains and which have been removed from this gravesite category because they are no longer suitable for casketed interment.

Field 105 (Unoccupied Uncommitted Sites [Casket] - Used)
Enter the number of unoccupied full-casket gravesites used for first interments during the month. This is **not** to include reserved gravesites or Adjacent Gravesite Set-Aside (AGS) sites used as reported in fields 106 and 110.

  - Reserved Gravesites (Reservations). An unoccupied gravesite that has been reserved and held for the future interment of a specific eligible individual. ***NOTE***: *This program was phased out in 1962, but reservations continue to be honored until used or cancelled.*

  - AGS (Adjacent Gravesite Set-Aside). A gravesite for an eligible family member next to a decedent already interred within the cemetery. There are three reasons to use this category: (1) terrain problems such as sub-surface rock or a high water table which precludes double-depth burial in the same gravesite, or (2) a spouse eligible through military service of his/her own, or (3) a parent or child of a service member killed in action eligible through military service of his/her own.

Field 106 (Reservation - Used for a Casketed Burial)
Enter the number of unoccupied reserved gravesites suitable for the interment of casketed remains used for first interments during the month. Do **not** include this data in field 105.

Field 107 (Reservation - Canceled for a Casketed Burial)
Enter the number of reserved gravesites suitable for casketed remains that were canceled during the month. Do **not** include the data in field 103.

Field 108 (AGS - Established for a Casketed Burial)
Enter the number of Adjacent Gravesite Set-Asides established in a casketed burial section during the month.

Field 109 (AGS - Canceled for a Casketed Burial)
Enter the number of Adjacent Gravesite Set-Asides for casketed burials that were canceled or relinquished during the month. Do **not** include this data in field 103.

Field 110 (AGS - Used)
Enter the number of Adjacent Gravesite Set-Asides used during the month. Do **not** include this data in field 103.

UNOCCUPIED IN-GROUND SITES SUITABLE FOR CREMATED REMAINS

111	0	Obstructed Sited Gained	112	0	Obstructed Sites Lost
113	0	Half-sites Gained	114	0	Half-sites Lost
115	0	Obstructed Sites Used	116	0	Half-sites Used

COMMITTED SET ASIDES - CREMATED REMAINS (IN-GROUND AND GARDEN NICHES)

| 117 | 0 | AGS Established | 118 | 0 | AGS Canceled |
| 119 | 0 | AGS Used | | | |

UNOCCUPIED COLUMBARIUM NICHES

| 120 | 0 | Niches Gained | 121 | 0 | Niches Lost |
| 122 | 0 | Niches Used | | | |

Field 111 (Unoccupied In-ground Sites [Cremain] - Obstructed Sites Gained)
Enter the number of obstructed gravesites suitable for cremated remains gained during the month by means other than disinterment. (For example, a full-casket site is re-categorized into this field due to problems of terrain, such as steep slope, or the presence of rock or tree roots.) Gains in this field require an equal gravesite loss in the inventory of available casket gravesites.

Field 112 (Unoccupied In-ground Sites [Cremain] - Obstructed Sites Lost)
Enter the number of gravesites removed from this gravesite category through loss or conversion during the month.

Field 113 (Unoccupied In-ground Sites [Cremain) - Half-sites Gained)
Enter the number of half-sites gained during the month by means other than disinterment.

Field 114 (Unoccupied In-ground Sites [Cremain] - Half-sites Lost)
Enter the number of half-sites removed from this gravesite category through loss or conversion during the month.

Field 115 (Unoccupied In-ground Sites [Cremain] - Obstructed Sites Used)
Enter the number of unoccupied obstructed gravesites used for first interment of cremated remains during the month.

Field 116 (Unoccupied In-ground [Cremain] - Half-sites Used)
Enter the number of unoccupied half-sites used for first interment of cremated remains during the month.

Field 117 (AGS Established for In-ground Cremations and Garden Niches)
Enter the number of Adjacent Gravesite Set-Asides established in an in-ground cremation section or garden niche section during the month.

Field 118 (AGS Cancelled for In-ground Cremations and Garden Niches)
Enter the number of Adjacent Gravesite Set-Asides for in-ground cremations and garden niches that were cancelled or relinquished during the month. Do not include data in Field 113.

Field 119 (AGS Used for In-ground Cremations and Garden Niches)
Enter the number of Adjacent Gravesite Set-Asides for in-ground cremations and garden niches used during the month. Do not include data in Field 116.

Field 120 (Unoccupied Columbarium Niches - Gained)
Enter the number of columbarium niches gained during the month by means other than disinterment (generally through construction).

Field 121 (Unoccupied Columbarium Niches - Lost)
Enter the number of columbarium niches that were suitable for cremated remains and were removed from the gravesite inventory because they are no longer suitable for inurnment of remains.

Field 122 (Unoccupied Columbarium Niches - Used)
Enter the number of unoccupied niches used for the first inurnment of cremated remains during the month.

COMMITTED SET ASIDES FOR CREMATED REMAINS (COLUMBARIA)

123 [0] AGS Established   124 [0] AGS Canceled

125 [0] AGS Used

GRAVELINER / VAULT DATA

126 [0] Govt Furnished Liners   127 [0] Private Liners / Vaults

DISINTERMENT SITES

128 [0] Suitable For Casket Gained   129 [0] Obstructed Sites Gained

130 [0] Half-sites Gained   131 [0] Niches Gained

Field 123 (AGS Established for Columbaria Niches)
Enter the number of Adjacent Gravesite Set-Asides established in a columbarium niche section during the month.

Field 124 (AGS Cancelled for Columbaria Niches)
Enter the number of Adjacent Gravesite Set-Asides for columbarium niches that were cancelled or relinquished during the month. Do not include data in Field 120.

Field 125 (AGS Used for Columbaria Niches)
Enter the number of Adjacent Gravesite Set-Asides for columbarium niches used during the month. Do not include data in Field 122.

Field 126 (Graveliners/Vault Data - Furnished by Government)
The total number of interments during the month in which casketed remains were contained in a graveliner provided by the U.S. Government. This includes individual liners as well as preplaced crypts.

Field 127 (Graveliners/Vault Data - Private)
The total number of interments during the month in which casketed remains were contained in a graveliner or burial vault provided by a source other than the U.S. Government.

Field 128 - 131 (Disinterments)
Enter in the appropriate field the number of burial sites or columbaria niches vacated due to disinterment during the month. Do **not** include these data in fields 103, 111, 113 or 120.

WEEKEND / HOLIDAY INTERMENTS

132 [0] Number On Weekends   133 [0] Number On Holidays

COLUMBARIUM INTERMENTS   SCATTER CREMAINS

134 [0] Number Performed   135 [0] Number Performed

Field 132 (Weekend Interments)
The number of interments conducted on weekends during the month.

Field 133 (Holiday Interments)
The number of interments conducted on holidays during the month.

Field 134 (Columbarium Interments)
The number of cremated remains inurned in columbarium during the month. (This is a subset of the even fields from 002-018.)

Field 135 (Scattered Cremation Interments)
The number of individual cremations scattered into plots/gardens in the cemetery during the month.

APPENDIX A – DATA ENTRY SCREENS, FIELDS AND DESCRIPTIONS

A – 02 MONTHLY DATA ENTRY/PERSONNEL (GS) WORKLOAD DATA

(Data submitted on a monthly basis.)

NCA/MADSS 02 Fields

Listed below is a description of General Schedule (GS) workload data to be input into each field. Fields 001-004 represent GS personnel time available during the month. Fields 005-014 account for activities in which GS personnel time was spent.

NOTE: NCSO MADSS users are now able to track the time of NCSO employees on this screen.

NOTE: The sum of fields 001 through 004 must equal the sum of fields 005 through 014. If the sums are not equal the system will not allow the user to save changes.

GENERAL SCHEDULE EMPLOYEE ACTIVITIES

User	C101SEP	Page	1 of 2
Station	NCA CENTRAL OFFICE	Date	07/31/2009

Cemetery 802   BALTIMORE NATIONAL CEMETERY   07 / 2009

EMPLOYEE HOURS PAID

001	0	Regular Paid GS Hours	002	0	Overtime Worked
003	0	Comp Time Earned	004	0	Borrowed Time

EMPLOYEE HOURS USED

005	0	Outreach	006	0	Supervision
007	0	Interment Activity	008	0	Leave / Holiday
009	0	Procurement / Financial	010	0	Loaned Time
011	0	Personnel Support	012	0	Training
013	0	Admin			
014	0	Ceremonies			

Field 001 (Employee Hours Paid - Regular GS)
Enter the number of regular and unscheduled GS employee paid hours during the month. Regular and unscheduled GS employee hours include all the hours (not to exceed 40 hours per week for each employee) for GS full-time, GS part-time, GS intermittent, and GS special employment program employees. Include the number of regularly scheduled GS employee hours for holidays, whether the employees worked or not. Do not include overtime or compensatory time, or any non-pay hours (leave without pay, absent without leave, suspension without pay, etc.). Include all hours worked by part-time employees beyond their normal tour of duty.

Field 003 (Employee Hours Paid - Compensatory Time Earned)
Enter the number of hours of compensatory hours earned during the month. Compensatory time is defined as authorized hours in excess of a normal tour of duty without payment.

Field 004 (Employee Hours Paid - Borrowed Time)
Enter the number of hours borrowed during the month. Borrowed time represents the total number of hours Wage Grade (WG) employees spent performing General Schedule employee activities at the reporting cemetery. It also represents the total number of hours that employees from another national cemetery or MSN office spent performing GS-related activities at the reporting cemetery.

NOTE: Fields 001 - 004 should include all weekend/holiday hours paid.

Field 005 (Employee Hours Used - Outreach)
Enter the number of hours expended by NCA employees on outreach efforts. This includes planning, executing, and follow-up, for on- and off-site outreach events. It includes travel time, but not off-duty time at an off-site location. It does not include time spent on activities routine to the business of operating a cemetery.

Field 006 (Employee Hours Used - Supervision)
Enter the number of hours the cemetery director, assistant director, assistant to the director, and/or cemetery director trainee spent in line management, staff management, and supervisory activities during the month. If the cemetery has an administrative officer or administrative assistant who is responsible for supervising the cemetery GS employees, such hours should be entered here. If a Wage Grade employee performed GS supervisory activities in the absence of the director, those hours should also be included in this category.

Field 007 (Employee Hours Used - Interment Activity)
Enter the number of hours GS personnel spent performing interment-related activities during the month. Central Office requires only the total time spent performing these functions.

    - Interment Processing Activities. The number of hours spent by GS employees performing all work relating to the processing of interments. Included are all the hours devoted to scheduling interment requests, processing eligibility determinations, preparing daily interment schedules, coordinating interment schedules with funeral directors and next of kin, preparing all paperwork and documents relating to interments made at the cemetery (including the Record of Interment [ROI] and temporary grave markers), and processing requests for headstones and markers. Include all GS employee hours worked during a holiday performing these functions.

    - Interment Representative Activities. The number of hours spent by GS employees performing interment representative activities. Included are hours devoted to checking gravesite and committal service areas prior to interment, reviewing interment paperwork and documents for accuracy and completeness, meeting and providing instructions to the funeral party, having the next-of-kin sign required documents, assisting the funeral party during the committal service, assisting in the scattering of ashes in cremation gardens, folding the burial flag, and all other duties directly related to the interment service. Include all GS employee hours worked during a holiday performing these functions.

Field 008 (Employee Hours Used - Leave /Holiday)
Enter the number of these leave hours used during the month. For report purposes, enter only total leave hours used.

     - Compensatory Leave. The number of compensatory leave hours used during the reporting period in lieu of payment for authorized irregular or occasional overtime worked.

     - Holiday, Non-Work, Non-VA Hours. The number of hours represented by legal holidays and other non-workdays established by executive or administrative order, by emergency closing of an office as authorized by the MSN director or cemetery director, by authorized absence administratively approved which does not involve a change to leave of any kind, or loss of basic salary (absences recorded under the "OTH" column on the Time and Attendance Report), and paid hours of employee authorized for full-time assignment to a non-VA activity. Also included is the number of hours represented by holidays which did not result in any work by GS employees.

     - Annual Leave. The number of paid annual leave hours taken during the reporting period. This category **excludes** all holiday, non-work, and compensatory leave, and other leave hours included under other categories.

     - Sick Leave. The number of paid sick leave hours taken during the month.

     - Other Leave. The number of paid hours taken in conjunction with military leave, jury duty, workers' compensation, etc.

Field 009 (Employee Hours Used - Procurement/Financial Management)
Enter the number of hours used to perform procurement and financial management activities. Includes: prepare/review contract specifications; track and document contractor performance; prepare/review/approve purchase requests, including Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) System; locate "best" vendor and place order; pickup or receive goods/services; process invoices/receiving reports; reconcile IFCAP and International Merchant Purchase Authorization Card statements, blotter records, Financial Management System, Centralized Administrative Accounting Transaction System; and prepare operating budget plans and manage budget.

Field 010 (Employee Hours Used - Loaned Time)
Enter the number of loaned hours during the month. Loaned time represents the total number of hours the General Schedule employee spent performing WG employee activities at the home cemetery. (For example, if General Schedule employees spent a total of 20 hours during the month performing WG activities, e.g., grounds maintenance functions, then a total of 20 hours should be entered in this field.) Additionally, loaned time should include all GS hours loaned by the reporting cemetery to any other national cemetery, MSN office, or to Central Office.

Field 011 (Employee Hours Used - Personnel Support)
Enter the number of hours used to provide personnel support. Includes: assign and review work; prepare SF-52's for personnel actions; provide training/briefings/orientation; provide counseling; prepare performance appraisals; and post employee records.

Field 012 (Employee Hours Used - Training)
Enter the number of hours spent by GS employees either receiving training, or conducting training for GS, WG, work-study students, or others during the month. Include all GS employee hours worked during a holiday performing this function.

Field 013 (Employee Hours Used - Administrative)
Enter the number of hours spent performing administrative activities during the month. Central Office requires only the total time spent performing these functions. Include the number of hours spent by GS employees on administrative activities not specifically related to the other work categories. Included are hours spent preparing special reports required by the MSN Director, Central Office, or the reporting station; opening and closing of gates; and other administrative activities. Include all GS employee hours worked during a holiday performing these functions.

Field 014 (Employee Hours Used - Ceremonies)
Enter the number of hours used to organize and prepare for on-site ceremonies. Include the number of hours worked preparing for and performing ceremonies that may typically be performed by a GS employee during the month, i.e., all hours expended to select vendors and negotiate contracts, develop work schedules, supervise preparations, etc., for special occasions such as Veterans Day, etc. It does not include time spent on activities routine to the business of operating a cemetery

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Station	NCA CENTRAL OFFICE	Date 07/31/2009

Cemetery 802   BALTIMORE NATIONAL CEMETERY   07 / 2009

WEEKEND / HOLIDAY HOURS PAID   NON-PAID HOURS VOLUNTEERS

015 [0] Weekend / Holiday Hours   016 [0] Scouts / Svc. Orgs. / Etc.

OTHERS

017 [0] Chp 31 / Court Spv / Wrk Stdy /Etc.

CONTRACT LABOR HOURS PAID

018 [0] CWT

Field 015 (Weekend/Holiday Hours)
Enter the number of hours an employee worked on a weekend or holiday when the weekend or holiday was not their normal tour of duty during the month. (These hours will also be reported in fields 001 - 004.)

Field 016 (Non-Paid Hours - Scouts/Service Organizations/Etc.)
Enter the number of hours GS activities were performed by non-NCA employees (e.g., Girl Scouts, Boy Scouts, Daughters of the American Revolution, Disabled American Veterans, etc.) during the month that were not paid by NCA funds.

Field 017 (Non-Paid Hours - Chapter 31/Court Supervised/Work Study/Etc.)
Enter the number of hours GS activities were performed by disabled veterans under Title 38 U.S.C., Chapter 31 (Training and Rehabilitation for Veterans with Service-Connected Disabilities), incarcerated individuals, and students during the month.

Field 018 (Contract Labor Hours Paid/CWT Activities)
Enter the number of hours GS activities were performed by patients in the care of VA health facilities as Compensated Work Therapy (CWT) at the national cemetery. This program is defined under Title 38 U.S.C., Chapter 17, Subchapter II (Hospital, Nursing Home, or Domiciliary Care and Medical Treatment). Source of compensation originates with the Special Therapeutic and Rehabilitation Fund.

APPENDIX A – DATA ENTRY SCREENS, FIELDS AND DESCRIPTIONS

A – 03 MONTHLY DATA ENTRY/PERSONNEL (WG) WORKLOAD DATA

(Data submitted on a monthly basis.)

NCA/MADSS 03 Fields

Listed below is a description of Wage Grade (WG) workload data to be input into each field. Fields 001-004 represent WG personnel time available during the month. Fields 005-012 account for activities in which WG personnel time was spent.

NOTE: NCSO MADSS users are now able to track the time of NCSO employees on this screen.

NOTE: The sum of fields 001 through 004 must equal the sum of fields 005 through 033. If the sums are not equal the system will not allow the user to save changes.

WAGE GRADE EMPLOYEE ACTIVITIES		
User C101SEP		Page 1 of 4
Station NCA CENTRAL OFFICE		Date 07/31/2009

Cemetery 802	BALTIMORE NATIONAL CEMETERY	07 / 2009

EMPLOYEE HOURS PAID

001	0	Regular Paid WG Hours	002	0	Overtime Worked
003	0	Comp Time Earned	004	0	Borrowed Time

EMPLOYEE HOURS USED

005	0	Loaned Time	006	0	Leave / Holiday
007	0	Supervision	008	0	Admin
009	0	Training	010	0	Ceremonies
011	0	Outreach	012	0	Procurement / Financial Management

Field 001 (Employee Hours Paid - Regular WG Hours)
Enter the number of regular and unscheduled WG employee paid hours during the month. Regular and unscheduled WG employee hours include all the hours (not to exceed 40 hours per week for each employee) for WG full-time, WG part-time, WG intermittent, and WG special employment program employees. Include the number of regularly scheduled WG employee hours for holidays, whether the employees worked or not. Do not include overtime or compensatory time, or any non-pay hours (leave without pay, absent without leave, suspension without pay, etc.). Include all hours worked by part-time employees beyond their normal tour of duty.

Field 002 (Employee Hours Paid - Overtime Worked)
Enter the number of overtime hours worked during the month. Overtime is defined as authorized hours of work paid in excess of 40 hours in an administrative work week, or in excess of eight hours a day, whichever is greater. Include any hours worked in excess of eight hours, or in excess of a regular and recurring CWS duty schedule, during a holiday.

Field 003 (Employee Hours Paid - Compensatory Time Earned)
Enter the number of hours of compensatory hours earned during the month. Compensatory time is defined as authorized hours in excess of a normal tour of duty without payment.

Field 004 (Employee Hours Paid - Borrowed Time)
Enter the number of hours borrowed during the month. Borrowed time represents the total number of hours General Schedule employees spent performing Wage Grade employee activities at the reporting cemetery. It also represents the total number of hours that employees from another national cemetery or MSN office spent performing WG-related activities at the reporting cemetery.

Field 005 (Employee Hours Used - Loaned Time)
Enter the number of loaned hours during the month. Loaned time represents the total number of hours the Wage Grade employee spent performing General Schedule employee activities at the home cemetery. Additionally, loaned time should include all WG hours loaned by the reporting cemetery to any other national cemetery, MSN office, or to Central Office.

Field 006 (Employee Hours Used - Leave/Compensatory/Holiday/Other)
Enter the number of these leave hours used during the month. For report purposes, enter only total leave hours used.

   - Compensatory Leave. The number of compensatory leave hours used during the reporting period in lieu of payment for authorized irregular or occasional overtime worked.

   - Holiday, Non-Work, Non-VA Hours. The number of hours represented by legal holidays and other non-workdays established by executive or administrative order, by emergency closing of an office as authorized by the MSN director or cemetery director, by authorized absence administratively approved which does not involve a change to leave of any kind, or loss of basic salary (absences recorded under the "OTH" column on the Time and Attendance Report), and paid hours of employee authorized for full-time assignment to a non-VA activity. Also included is the number of hours represented by holidays which did not result in any work by WG employees.

   - Annual Leave. The number of paid annual leave hours taken during the reporting period. This category **excludes** all holiday, non-work, and compensatory leave, and other leave hours included under other categories.

   - Sick Leave. The number of paid sick leave hours taken during the month.

   - Other Leave. The number of paid hours taken in conjunction with military leave, jury duty, workers' compensation, etc.

Field 007 (Employee Hours Used - Supervision)
Enter the number of hours the cemetery general foreman and other Wage Grade supervisors spent in line management and supervisory activities during the month.

Field 008 (Employee Hours Used - Administrative/)
Enter the number of hours worked performing office work that may typically be performed by a WG employee during the month.

Field 009 (Employee Hours Used - Training)
Enter the number of hours spent by wage grade employees either receiving training or conducting training for GS, WG, work-study students, or others during the month.

Field 010 (Employee Hours Used - Ceremonies)
Enter the numbers of hours worked performing duties for ceremonies during the month. This includes all hours expended to select vendors and negotiate contracts, develop work schedules, supervise preparations, etc., for special occasions such as Veterans Day, etc. Includes number of hours worked preparing for and performing ceremonies that may typically be performed by a WG employee during the month. It does not include time spent on activities routine to the business of operating a cemetery.

Field 011 (Employee Hours Used - Outreach)
Enter the number of hours expended by NCA employees on outreach efforts. This includes planning, executing, and follow-up for on- and off-site outreach events. Include travel time, but not off-duty time, at an off-site location. Include the number of hours worked preparing for and performing ceremonies that may typically be performed by a WG employee during the month. Do not include time spent on activities routine to the business of operating a cemetery.

Field 012 (Employee Hours Used - Procurement/Financial Management)
Enter the number of hours used to perform procurement and financial management activities. This includes time to prepare/review contract specifications; track and document contractor performance; prepare/review/approve purchase requests, including Integrated Funds Distribution, Control Point Activity, Accounting and Procurement (IFCAP) System; locate "best" vendor and place order; pickup or receive goods/services; process invoices/receiving reports; reconcile IFCAP and International Merchant Purchase Authorization Card statements, blotter records, Financial Management System, Centralized Administrative Accounting Transaction System; and prepare operating budget plans and manage budget.

INTERMENT HOURS

| 013 | 0 | Casket - First interment | 014 | 0 | Casket - Subsequent Interment |
| 015 | 0 | Cremated - In-Ground | 016 | 0 | Cremated - Columbarium |

MAINTENANCE HOURS

| 017 | 0 | Major Equipment | 018 | 0 | Minor Equipment |
| 019 | 0 | Preventative Equipment | 020 | 0 | Supply |

MAINTENANCE HOURS

| 021 | 0 | Structural Maintenance | 022 | 0 | Grounds Maintenance |
| 023 | 0 | Graves Maintenance | 024 | 0 | Columbaria Maintenance |

Field 013 (Casket - First Interment)
Enter the number of hours spent performing first interments during the month. Include all WG employee hours worked during a holiday. This includes, as appropriate, identifying the gravesite, laying out the gravesite, removing the sod, opening the grave (including individual graves, a series of graves in a particular section of the cemetery, and the advance digging of graves prior to winter), placing the box or graveliner in the grave, erecting the tent, setting up greens/lowering device/runners/chairs/etc., placing the casket and lowering the remains, backfilling and tamping the grave, removal of surplus dirt, replacing the sod and watering, dismantling the tent and removing all chairs, policing the area, setting the temporary marker, placing flowers, etc.

Field 014 (Casket - Subsequent Interment)
Enter the number of hours spent performing second or additional interments during the month. A second or additional interment is defined as an interment in a grave where there was a previous interment. This includes, as appropriate, identifying the gravesite, laying out the gravesite, removing the sod, opening the grave, placing the box or graveliner in the grave, erecting the tent, setting up greens/lowering device/runners/chairs/etc., placing the casket and lowering the remains, backfilling and tamping the grave, removal of surplus dirt, replacing the sod and watering, dismantling the tent and removing all chairs, policing the area, setting the temporary marker and placing flowers, etc. Include all WG employee hours worked during a holiday.

Field 015 (Cremation - In-Ground)
Enter the number of hours or increments of hours spent performing interment of cremated remains in the ground and scattering of cremated remains into a cremation scatter garden during the month. Include all WG employee hours worked during a holiday. For in-ground interment of cremated remains this includes, as appropriate, identifying the site, removing the sod, opening the site with a post hole digger or other device, erecting the tent, setting up greens/chairs/tables, placing the urn in the site, filling the site, tamping and removal of surplus dirt, replacing the sod, dismantling the tent and removing all chairs, policing the area, setting the temporary marker, placing flowers, etc. For scattering of cremated remains into a cremation scatter garden, this includes, as appropriate, setting up of chairs, carrying of the cremated remains to the site, the act of scattering the cremated remains, removing all chairs, policing the area, and disposal of the container or urn.

Field 016 (Cremation - Columbarium)
Enter the number of hours spent inserting urns in niches in columbaria during the month. Include all WG employee hours worked during a holiday. This includes, as appropriate, identifying the niche, removing the niche cover, setting up chairs, inserting the urn in the niche, replacing the niche cover with a temporary identification tag, policing the area, removal of chairs, etc.

Field 017 (Maintenance - Major Equipment)
Enter the number of hours spent performing major equipment maintenance during the month. Major equipment maintenance is defined as activities which involve major repairs to cemetery vehicles and equipment including, but not limited to, major repairs and overhauls of transmissions and engines, painting or other major body work on vehicles and equipment, replacement of hydraulic/fuel/water/other pumps, replacement of radiators, and all other maintenance activities which involve major repairs and/or replacement parts. Include all WG employee hours worked during a holiday.

Field 018 (Maintenance - Minor Equipment)
Enter the number of hours spent performing minor equipment maintenance during the month. Minor equipment maintenance is defined as activities which involve minor repairs to all types of cemetery vehicles and equipment including, but not limited to, engine tune-ups, brake adjustments and repairs, oil changes and lubrication of fittings, muffler replacement, replacement of hydraulic and other hoses, fixing flat tires or installing new tires, and all other maintenance activities which involve minor repairs and/or replacement parts. Include all WG employee hours worked during a holiday.

Field 019 (Maintenance - Preventative Equipment)
Enter the number of hours spent performing preventative equipment maintenance during the month. Preventative equipment maintenance is defined as activities which involve preventative maintenance to all types of cemetery vehicles and equipment including, but not limited to, checking oil/battery/fuel levels, checking air in tires, washing/cleaning equipment and vehicles, and all other preventative maintenance activities which are performed by cemetery personnel. Include all WG employee hours worked during a holiday.

Field 020 (Maintenance - Supply)
Enter the number of hours spent performing supply and inventory activities during the month. Supply activities are defined as activities which include, but are not limited to, the purchase of parts and supplies, all time spent delivering parts for repairs, time spent obtaining parts and supplies at parts stores and other supply outlets, and all runs to the servicing station to deliver and pick up paperwork and cemetery mail.

Field 021 (Structural Maintenance)
Enter the number of hours spent on the maintenance of sprinkler systems, performing janitorial activities, road/curb/sidewalk repairs, building maintenance, and other related maintenance during the month. Other maintenance included in this category would be the hours spent performing maintenance of cemetery gates and flag poles, and opening and closing cemetery gates. Include all WG employee hours worked during a holiday performing these functions.

Field 022 (Grounds Maintenance)
Enter the number of hours spent mowing lawns, edging roads (curbs and walks), snow and leaf removal, fertilizing, seeding, tree and shrub maintenance, watering the lawn, and grounds clean-up during the month.

   - Snow removal. The hours spent removing snow from roads, sidewalks, entrances, and other areas of the cemetery. If snow must be removed from a gravesite or several gravesites in order to perform interments, these hours should be included under the interment activity and not under this category. This activity also includes all hours spent erecting, dismantling, and storing snow fences.

   - Fertilizing, seeding, etc. The hours spent on large-scale fertilizing and seeding of cemetery grounds, cremation scatter gardens, and gravesites. Included are fertilizing, seeding, aerating, weed control, rodent control, and resodding around administrative or service buildings. If an individual gravesite is seeded and/or fertilized, the time devoted to perform the function should be reported under the category of "Graves Maintenance" (field 023).

   - Tree and shrub maintenance. The hours spent performing tree and shrub maintenance. Included are pruning, trimming, mulching, spraying, fertilizing, and trimming around trees and shrubs, as well as removing dead or fallen trees and shrubs. However, trimming around headstones, markers, and monuments should be reported in field 023.

Field 023 (Graves Maintenance)
Enter the number of hours spent during the month cleaning headstones/markers/ monuments, trimming around headstones/markers/monuments, refilling/resodding/seeding graves, and raising and realigning headstones and markers. Include all WG employee hours worked during a holiday performing these functions.

- Headstone trimming. The hours spent trimming the grass around headstones, markers, monuments, trees, and shrubs. Cemeteries with only upright headstones on site should report all hours credited to trimming under this category.

- Refill Graves. The hours spent removing sod, transporting soil to site, refilling the gravesite, tamping the soil, watering, and replacing the sod. Hours devoted to backfilling of graves as part of the interment process should not be included in this category, but should be reported in fields 013, 014, or 015.

- Resod Graves. The hours spent resodding an entire gravesite section. This includes the preparation of the soil, pick-up and delivery of sod to the site, unloading and placing the sod, fertilizing, rolling or tamping, and watering.

- Reseed Graves. The hours spent reseeding individual gravesites and cremation scatter gardens. Seasonal seeding of entire sections of the cemetery should not be reported under this category but should be reported under field 022. Reseeding individual gravesites and cremation scatter gardens includes preparing the soil, fertilizing, rolling or tamping, and watering.

Field 024 (Columbaria Maintenance)
Enter the number of hours used repairing and maintaining columbaria. This includes: cleaning (washing, sweeping, removing insect nests, etc.) columbaria and niche covers; repairing niche covers; and maintenance/repair and/or painting of columbaria.

INSTALLATION OF HEADSTONES / MARKERS HOURS

025	0	Initial Headstone	026	0	Initial Marker
027	0	Columbarium Niche Cover	028	0	Replace Headstone
029	0	Replace Marker	030	0	Unload Headstone / Marker

DISINTERMENTS

031	0	Hours Performing Full Casket	032	0	Hours Performing Cremates

TRAVEL TIME / **WEEKEND / HOLIDAY HOURS PAID**

033	0	Travel Hours	034	0	Weekend / Holiday Hours Paid

Field 025 (Installation - Initial Headstone)
Enter the number of hours spent installing initial headstones during the month. This includes pickup, delivery, and placing the headstone, equipment and supplies at the gravesite; setting and aligning the headstone; and removing work materials from the gravesite.

Field 026 (Installation - Initial Marker)
Enter the number of hours spent installing initial markers during the month. This includes pickup, delivery, and placement of markers (and marker bases), equipment and supplies at the gravesite; setting and aligning the marker; and removing work materials from the gravesite. Include installation of memorial markers and memorial wall markers.

Field 027 (Installation - Columbarium/Niche Cover)
Enter the number of hours spent removing, replacing, and installing niche covers in a columbarium during the month.

Field 028 (Installation - Replacing Headstone)
Enter the number of hours spent installing replacement headstones (i.e., headstones ordered following a second or additional interment, or headstones ordered to replace those damaged or with incorrect inscriptions) during the month.

Field 029 (Installation - Replacing Marker)
Enter the number of hours spent installing replacement markers during the month.

Field 030 (Installation - Unloading Headstone/Markers)
Enter the number of hours spent unloading, checking inventory lists, uncrating and inspecting for damage, and storing incoming shipments of headstones and markers during the month.

Field 031 (Disinterment - Hours Performing Full Casket)
Enter the total number of hours spent performing full casket disinterments during the month.

Field 032 (Disinterment - Hours Performing Cremations)
Enter the total number of hours spent performing disinterments of cremated remains in columbarium and in-ground sites during the month.

Field 033 (WG Travel Time)
Enter the number of hours spent traveling during the month. This includes traveling from one cemetery to another.

Field 034 (Weekend/Holiday Hours Paid)
Enter the number of hours worked on weekends/holidays that are not the employee's normal tour of duty during the month. (This field is for administrative tracking and the hours should also be reported in fields 001 through 004, as appropriate.)

	NON-PAID HOURS - VOLUNTEERS		NON-PAID HOURS - OTHERS	
035	0	Scouts / Svc. Org. / etc	036	0	Chptr 31 / Court / Work Study

	CONTRACT LABOR HOURS PAID	
037	0	CWT

Field 035 (Non-Paid Hours - Scouts/Service Organizations/Etc.)
Enter the number of hours WG activities were performed by non-NCA employees (Girl Scouts, Boy Scouts, Daughters of the American Revolution, American Legion, etc.) during the month that were not paid by NCA funds.

Field 036 (Non-Paid Hours - Chapter 31/Court Supervised/Work Study/Etc.)
Enter the number of hours WG activities were performed by disabled veterans under Title 38 U.S.C., Chapter 31 (Training and Rehabilitation for Veterans with Service-Connected Disabilities), incarcerated individuals, and students during the month.

Field 037 (Contract Labor Hours Paid/CWT)
Enter the number of hours WG activities were performed by patients in the care of VA health facilities as compensated work therapy (CWT) at the national cemetery. This program is defined under Title 38 U.S.C., Chapter 17, Subchapter II (Hospital, Nursing Home, or Domiciliary Care and Medical Treatment). Source of compensation originates with the Special Therapeutic and Rehabilitation Fund.

APPENDIX A – DATA ENTRY SCREENS, FIELDS AND DESCRIPTIONS

A – 04 QUARTERLY DATA ENTRY

SAFETY/FREEDOM OF INFORMATION ACT/VISITOR DATA

MISCELLANEOUS MANAGEMENT

User	C101SEP	Page 1 of 1
Station	NCA CENTRAL OFFICE	Date 07/31/2009

Cemetery 802 BALTIMORE NATIONAL CEMETERY 07 / 2009

SAFETY DATA

001	.0	Average # of Employees	002	0	# of Lost Workday Cases
003	0	Total # of Lost Workdays	004	0	Total # of Emp. Hours Worked

FREEDOM OF INFORMATION ACT REQUESTS

005	0	Received	006	0	Denied
007	0	On Hand			

VISITOR DATA

008	0	# on Weekdays	009	0	# on Weekends / Holidays

Ctrl F2-Negative Report F4-Enter Query F5-Execute Query F7-Save F8-Exit

(Data submitted on a quarterly basis.)

NCA/MADSS 04 Fields

SAFETY (Fields 001 - 004)

Field 001 (Average Number of Employees)
Enter the average number of full and part-time employees during the quarter. Include all employees - administrative, supervisory, clerical, professional, non-professional, technical, other related workers, etc. The number of full and part-time employees at the end of each of the three months of the quarter are added together and divided by three.

Field 002 (Number of Lost Workday Cases)
Enter the number of injury cases in which a workday or portion of a workday is lost during the quarter.

Field 003 (Total Number of Lost Workdays)
Enter the number of workdays or portions of workdays lost during the quarter. Do not include the day on which the injury occurred.

Field 004 (Total Number of Employee Hours Worked)
Enter the number of hours worked by all employees on official duty during the quarter excluding annual leave time, sick leave time, leave without pay, holidays, and non-work time, but including actual overtime, part-time, and irregular hours worked.

FREEDOM OF INFORMATION ACT (Fields 005 – 007)

*NOTE: Genealogy requests **should not** be counted as Freedom of Information Act requests.*

Field 005 (Freedom of Information Act Requests - Received)
Enter the total number of requests received during the quarter requesting information on a deceased veteran.

Field 006 (Freedom of Information Act Requests - Denied)
Enter the total number of requests denied during the quarter concerning information involving a deceased veteran's next of kin.

Field 007 (Freedom of Information Act Requests - On Hand)
Enter the total number of requests pending resolution at the end of the quarter.

VISITOR DATA (Fields 008 and 009)

Field 008 (Visitor Data - Weekdays)
Enter the total number of individuals, other than cemetery employees, who visited the cemetery in an official or unofficial capacity on weekdays during the quarter.

Field 009 (Visitor Data - Weekends/Holidays)
Enter the total number of individuals, other than cemetery employees, who visited the cemetery in an official or unofficial capacity on weekends/holidays during the quarter.

APPENDIX A – DATA ENTRY SCREENS, FIELDS AND DESCRIPTIONS

A – EN MONTHLY DATA ENTRY/ENERGY MANAGEMENT

(Data submitted on a monthly basis)

ENERGY MANAGEMENT (Fields 001 - 019)

General Instructions

Energy usage must be entered in the MADSS database monthly from the cemetery's monthly utility bills. Complete only the fields for which a bill was received and leave all others blank. Although the Cost input fields are available - DO NOT INPUT COST.

Units of Measure

The VA required standard unit of measure is indicated for each type of energy. For example, Field 001 – Electricity (KWH).

Most utilities are billed in one unit of measure; e.g., electricity is almost universally measured in kilowatt hours (KWH). If the unit of measure is not clearly identified on the utility bill, contact the utility company to identify the unit of measure.

Natural gas and water (potable and non-potable) are measured in a variety of units. For example, natural gas can be measured in cubic feet (cf), hundred cubic feet (ccf), thousand cubic feet (mcf), etc. Water is normally measured in one of four units: e.g., acre-feet (ac-ft), cubic feet (cf), gallons, or thousand gallons (mgal). The gas and water fields have an extra input box. After entering the quantity from the bill, tab to the next field and press F6. A pop-up box will open. Select the correct unit of measure from the pop-up box. The database will automatically convert the amount entered to the VA required standard unit of measure.
NOTE: *The available units of measure are listed in the pop-up box and also provided at the end of this appendix.*

If the unit of measure on the utility bill is not shown on the screen (or in the case of natural gas and water in the pop-up box) contact the Design and Construction Office in NCA Central Office for assistance.

Energy Usage

When possible, energy data should be entered in the month it was used. **Please be consistent with your data entry and do not leave out a month.**

--- If the bill is received too late in the month to enter in the correct month, enter the data in the next month. For example, if the cemetery electric bills run a month behind (i.e., the October bill is not received until after the MADSS database is closed for the month), enter the data during the next open period (November).

--- If the bill overlaps months, enter data in the month in which the majority of energy was used. For example, if the billing period is 20 August (12 days in August) through 19 September (19 days in September), the data should be recorded in September.

--- If the bill is received quarterly, divide the data by three and record one-third in each month (the database is setup to allow a user to enter data into previous months if necessary). For example, the natural gas bill received at the end of March covers the previous three months. Divide the total by three and enter equal amounts in January, February, and March.

--- If two or more bills are received for the same utility, add the bills together and enter one amount. For example, a few cemeteries have two or more water meters and receive a bill for each meter. The bills should be added together and one quantity entered. If the units of measure are different, for instance, one bill is in gallons and one is in cubic feet, contact the Design and Construction Office in NCA Central Office for assistance.

Water Usage

When reporting potable and non-potable water purchased from a utility, enter the amount of water from the bill, tab to the next field, and press F6 to select the correct unit of measure.

Well water is not recorded in either water category as it is not a purchased utility billed by quantity. Electricity used to pump the water is recorded separately.

Utilities purchased in bulk (e.g., fuel oil, liquefied petroleum gas (LPG)/propane, gasoline, diesel fuel)

If bulk fuel is stored in an on-site container with metered fuel pumps, it is mandatory to enter fuel in the month it is used (i.e., the month in which it is pumped into a vehicle, lawn mower, grass trimmer, etc.), as specified below:

--- If the fuel **is metered** when used, enter the amount of fuel used in the month it was used.

--- If the fuel **is not metered** when used, enter the amount of fuel purchased in the month it was bought. For example, if 500 gallons of heating oil was purchased in October, the 500 gallon quantity should be entered in October. Enter zeros in the following months until purchasing fuel again.

In either case, **do not estimate usage, enter only actual amounts**. If necessary, contact the Design and Construction Office in NCA Central Office for assistance.

APPENDIX A – DATA ENTRY SCREENS, FIELDS AND DESCRIPTIONS

A – EN MONTHLY DATA ENTRY/ENERGY MANAGEMENT

ENERGY MANAGEMENT

| User | C101SEP | | Page | 1 of 1 |
| Station | NCA CENTRAL OFFICE | | Date | 07/31/2009 |

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BUILDING AND FACILITIES OPERATIONS

USAGE			COST		
001	0	Electricity (KWH)	002	0	Electrcity $
003	0	Kerosene (GAL)	004	0	Kerosene $
005	0	Fuel Oil (GAL)	006	0	Fuel Oil $
007	0	LPG / Propane (GAL)	008	0	LPG / Propane $
009	0	Natural Gas ( )	010	0	Natural Gas $
011	0	Potable Water ( )	012	0	Potable Water $
013	0	Non-Potable Water ( )	014	0	Non-Potable Water $
015	0	Gasoline (GAL)	016	0	Gasoline $
017	0	Diesel (GAL)	018	0	Diesel $
019	11356	Facility Size (SQ FT)			

Ctrl F2-Negative Report F4-Enter Query F5-Execute Query F7-Save F8-Exit

NCA/MADSS EN Fields

Field 001 (Electricity (KWH))
Enter the total number of kilowatt hours used during the month.

Field 003 (Kerosene (Gal))
Enter the total number, in gallons, of kerosene used during the month.

Field 005 (Fuel Oil (Gal))
Enter the total number, in gallons, of fuel oil used during the month.

Field 007 (LPG or Propane (Gal))
Enter the total number, in gallons, of LPG or propane used during the month.

Field 009 (Natural Gas)
Enter the total amount of natural gas used during the month. To input the unit of measure press "**F6"**. Select the correct unit of measure (cf, ccf, mcf, etc.) from the pop-up box.

Field 011 (Water, Potable)
Enter the total amount of potable water used during the month. To input the unit of measure press F6. Select the correct unit of measure (gallons, thousand gallons, cubic feet, or acre-feet) from the pop-up box. *NOTE: Although it may be used in irrigation, potable water is suitable for drinking.*

Field 013 (Non-Potable Water)
Enter the total amount of other water used during the month. To input the unit of measure press F6. Select the correct unit of measure (gallons, thousand gallons, cubic feet, or acre-feet) from the pop-up box. *NOTE: Non-potable water is gray, recycled, or unfiltered water, i.e., water that is not safe for drinking. Non-potable water is generally used only for irrigation.*

Field 015 (Gasoline (Gal))
Enter the total number, in gallons, of gasoline used during the month. Only enter the amount of gasoline used in equipment and/or NCA-owned on- or off-road vehicles. *NOTE: Do not include gas used in Government Services Administration (GSA)-leased vehicles. Gas for GSA vehicles is tracked separately through the Federal Automotive Statistical Tool (FAST).*

Field 017 (Diesel and Petroleum Fuel (Gal))
Enter the total number, in gallons, of diesel and petroleum fuel used during the month. Only enter the amount of fuel used in equipment and/or NCA-owned on- or off-road vehicles. *NOTE: Do not include fuel used in vehicles leased from GSA. The fuel for GSA vehicles is tracked separately through the FAST system.*

Field 019 (Facility Size (Sq Ft))
Enter the total square footage of energy-using buildings at the cemetery. This number should include all climate-controlled (heated or cooled) buildings, e.g., administrative, maintenance, warehouse, storage, etc.

Help/Information

Contact the Design and Construction Office in NCA Central Office.

Units of Measure

Natural Gas

cf =	cubic feet
ccf =	hundred cubic feet
mcf =	thousand cubic feet
mmcf =	million cubic feet
mmbtu =	million British thermal units (BTU)
therms =	100,000 BTU

Water

ac-ft =	acre feet
cf =	cubic feet
gal =	Gallon
mgal =	thousand gallons

APPENDIX A – DATA ENTRY SCREENS, FIELDS AND DESCRIPTIONS

A – OR MONTHLY DATA OUTREACH TRACKING

(Data submitted on a monthly basis)

OUTREACH TRACKING (Fields 001 - 027)

General Instructions

An "outreach event" is defined as an event at which an NCA employee actively participates in a way that informs those present about burial benefits for veterans and their families. For each Outreach event, choose only one category in which to report. Categorize events using the first applicable entry in the list of options.

OUTREACH ACTIVITIES

User	C101SEP		Page	1 of 2
Station	NCA CENTRAL OFFICE		Date	07/31/2009

| Cemetery | 802 | BALTIMORE NATIONAL CEMETERY | 07 | / | 2009 |

TOTAL NUMBER OF EVENTS		TOTAL ATTENDEES BY TYPE OF EVENTS	
001	0 Memorial & Veterans Day Events	002	0 Memorial & Veterans Day
003	0 Veterans Service Organization Events	004	0 Veterans Service Organization
005	0 Funeral Director Events	006	0 Funeral Director
007	0 Am. Indian or Alaska Nat. Events	008	0 Am. Indian or Alaska Nat.
009	0 Asian Events	010	0 Asian
011	0 Black or African American Events	012	0 Black or African American
013	0 Nat. Hawaiian or other Pac. Is. Events	014	0 Nat. Hawaiian or other Pac. Is.
015	0 Spanish, Hispanic, or Latino Events	016	0 Spanish, Hispanic, or Latino

PgUp-Previous PgDn-Next Ctrl F2-Negative Report F4-Enter Query F5-Execute Query F7-Save F8-Exit

NCA/MADSS OR Fields

Field 001 (Memorial & Veterans Day Events)
Enter the number of Memorial & Veterans Day events.

Field 002 (Memorial & Veterans Day Attendees)
Enter the number of attendees at Field 001 events.

NOTE: *A VSO event is one in which persons have gathered primarily due to their membership in a VSO.*

Field 003 (Veterans Service Organization Event)
Enter the number of Veterans Service Organization (VSO) events.

Field 004 (Veterans Service Organization Attendees)
Enter the number of attendees at Field 003 events.

Field 005 (Funeral Director Events)
Enter the number of Funeral Director Events

Field 006 (Funeral Director Attendees)
Enter the number of attendees at Field 005 events.

NOTE: A minority-oriented event is defined as an event in which persons have gathered primarily due to their identity as part of a minority group.

Field 007 (Minority Outreach Events/Native America)
Enter the number of Asian American minority-oriented outreach events.

Field 008 (Minority Outreach Events Attendees/Native American)
Enter the number of Native American minority-oriented outreach events.

Field 009 (Minority Outreach Events/Asian)
Enter the number of attendees at Field 011 events.

Field 010 (Minority Outreach Events Attendees/Asian)
Enter the number of attendees at Field 005 events.

Field 011 (Minority Outreach Events/Black)
Enter the number of Black minority-oriented outreach events.

Field 012 (Minority Outreach Events Attendees/Black)
Enter the number of attendees at Field 007 events.

Field 013 (Minority Outreach Events/Pacific-Islander)
Enter the number of Pacific-Islander American minority-oriented outreach events.

Field 014 (Minority Outreach Events Attendees/Pacific-Islander)
Enter the number of attendees at Field 013 events.

Field 015 (Minority Outreach Events/Hispanic)
Enter the number of Hispanic minority-oriented outreach events.

Field 016 (Minority Outreach Events Attendees/Hispanic)
Enter the number of attendees at Field 009 events.

017 [0] Faith-Based Events   018 [0] Faith-Based

019 [0] Benefits Fair & Exhibits Events   020 [0] Benefits Fair & Exhibits

021 [0] Education Programs Events   022 [0] Education Programs

023 [0] Meetings Events   024 [0] Meetings

025 [0] Other Events   026 [0] Other

027 [0] Cost

PgUp-Previous PgDn-Next Ctrl F2-Negative Report F4-Enter Query F5-Execute Query F7-Save F8-Exit

NOTE: Faith-based events are defined as an event where the primary identification of attendees is their membership in a particular faith, even if multiple faiths or traditions are present (e.g., an ecumenical or inter-faith gathering).

Field 017 (Faith-Based Events)
Enter the number of faith-based outreach events.

Field 018 (Faith-Based Events Attendees)
Enter the number of attendees at Field 015 events.

Field 019 (Benefits Fairs and Exhibits)
Enter the number of benefits fairs, conventions or conferences where NCA employees, acting as presenters or exhibitors, shared burial benefits information.

Field 020 (Benefits Fairs and Exhibits Attendees)
Enter the number of attendees served (e.g., visited the NCA booth) at Field 017 events.

Field 021 (Education Programs)
Enter the number of tours, history presentations, mentoring opportunities, or other events whose primary purpose was educational. This would include most events primarily involving young persons of school age.

Field 022 (Education Program Attendees)
Enter the number of attendees at Field 019 events.

Field 023 (Meetings)
Enter the number of meetings at which NCA employees shared burial benefits information with those present.

Field 024 (Meeting Attendees)
Enter the number of attendees at Field 021 events.

Field 025 (Other Outreach Events)
Enter the total number of events that fit the description of outreach as given in General Instructions, but do not fit in any other category. Consider reporting the type of event to NCACO for consideration as a separate category.

Field 026 (Other Outreach Events Attendees)
Enter the number of attendees at Field 023 events.

Field 027 (Cost of Outreach Efforts)
Enter the monetary value of conducting outreach efforts. Include salaries at grade level for hours worked by NCA staff. Compute compensatory time granted in lieu of salary as if it were paid duty time. Include mileage at reimbursement cost even if not claimed.

APPENDIX B – NCA/MADSS OUTPUT REPORTS

This Appendix describes the reports generated by the Quantico Information Technology Center (QITC) from the data input into the NCA/MADSS screens, and from data transferred from BOSS. There are nine reports produced monthly, and six reports produced quarterly.

MONTHLY REPORT TITLES

    5CA1   - Monthly Interment Report
    5CB1   - Monthly Activity and Status of Gravesites – Casket Sites
    5CC1   - Monthly Activity and Status of Available Gravesites
    5CD1   - Monthly Activity and Status of Gravesites – Cremain Sites and Niches, Part I
    5CE1   - Monthly Activity and Status of Gravesites – Cremain Sites and Niches, Part II
    5CF1   - National Cemetery Administration Monthly Activity and Status
    5CI2   - Monthly Acreage Data
    5CJ1   - Reserved and Adjacent Gravesite Set-Aside (AGS)
    5CK1   - Monthly Energy Usage
    5CM1   - Summary of Employee Activities (GS and WG)
    5CN1   - Summary of Employee Activities (WG)
    5CO1   - Adjacent Gravesite Set-Aside (AGS) – In-ground Cremations and Columbaria
    OUTR   - Monthly Data Outreach Tracking

NOTE: *NCSO MADSS users are now able to access 5CM1 and 5CN1.*

QUARTERLY REPORT TITLES

    5CG2   - Quarterly Management Data, Part I
    5CH2   - Quarterly Management Data, Part II
    5CL2   - Quarterly Volunteer Hours
    5CY2   - Quarterly Interments by Service Era

MONTHLY REPORT DEFINITIONS

5CA1 (Monthly Interment Report)
This report contains casketed and cremated interment counts for cemeteries by current month, fiscal year-to-date, and total-to-date. (Central Office only)

5CB1 (Gravesites - Casket Sites)
This report contains casket sites added, lost, and used (unoccupied first-interment sites) for cemeteries by current month, fiscal year-to-date, and total-to-date. (Central Office only)

5CC1 (Available Sites - Casket/Cremain)
This report contains end-of-month totals for:
    - Casket sites - Unoccupied uncommitted sites, committed reserve sites, and Adjacent Gravesite Set-Asides (AGS).
    - Cremain sites - Half-sites, obstructed sites, and columbaria niches. (Central Office only)

5CD1 (Cremain Sites and Niches, Part I)
This report inventories the gain and/or loss of half-sites, obstructed sites, and columbaria niches. (Central Office only)

5CE1 (Cremain Sites and Niches, Part II)
This report contains unoccupied sites used in the cremation categories of half-sites, obstructed sites, and columbaria niches. (Central Office only)

5CF1 (Monthly Interment and Gravesite Activity and Status Summaries)
This report contains all interments and gravesite status for the month, fiscal year-to-date, and total-to-date figures. (Central Office, MSNs, and Field Stations)

5CI2 (Monthly Acreage Data)
This report contains a cemetery-by-cemetery inventory of developed and undeveloped acreage, gravesite potential in undeveloped acreage, and the estimated gravesite depletion (closing) date for open national cemeteries. (Central Office only)

5CJ1 (Reserved and Adjacent Gravesite Set-Aside (AGS))
This report contains the number of interments conducted during the month using either a reserved or AGS site. (Central Office only)

5CK1 (Monthly Energy Usage)
This report inventories the amount of NCA energy-using building square footage and contains the amount of electricity, fuel oil, natural gas, liquefied petroleum gas (LPG), kerosene, gasoline, diesel, petroleum, and potable water used by each cemetery during the previous month. (Central Office only)

5CM1 (Summary of Employee Hours)
This report contains all activities performed by both GS and WG employees for the month. (Central Office, MSNs, and Field Stations)

5CN1 (Detailed Summary of WG Employee Activities)
This monthly report contains a detailed version of GS and WG employee activity per category. (Central Office, MSNs and Field Stations)

5CO1 (Adjacent Gravesite Set-Aside (AGS) for Cremated Remains)
This report contains the number of AGS used or cancelled during the month, additions to AGS, and the remaining balance of inventory for in-ground cremations, garden niches, and columbaria niches. This report is accessible to Central Office users only.

OUTR (Monthly Data Outreach Tracking)
This report contains events at which an NCA employee actively participated in a way that informs those present about burial benefits for veterans and their families. (Central Office only)

QUARTERLY REPORT DEFINITIONS

5CG2 (Quarterly Management Data, Part I)
This report contains safety, graveliner, visitor, and off-cycle interment data. (Central Office only)

5CH2 (Quarterly Management Data, Part II)
This report contains the number of interments by service area (primary/secondary), number of interments by contract, disinterment sites gained, and Freedom of Information Act requests by number and status. (Central Office only)

5CL2 (Quarterly Volunteer Hours)
This report contains the count of how many hours Scouts, service organizations, Chapter 31, court-supervised, work-study students, or others volunteered services during a three month period. (Central Office only)

5CY2 (Quarterly Interments by Service Era)
This report lists the number of veterans interred by war and/or peace periods; the number of active duty, eligible reservist, and dependent interments; and the type of burial (casket/cremain) in each category. (Central Office only)

APPENDIX C – CEMETERY AUTHORIZATION TABLES

Cemeteries input NCA/MADSS and BOSS data for themselves and each cemetery listed under them.

MSN I
– PHILADELPHIA (33)

Baltimore (802)
    Annapolis (801)
    Loudon Park (816)
Bath (803)
    Woodlawn (824)
Calverton (805)
Culpeper (839)
    Balls Bluff (827)
    Staunton (880)
    Winchester (882)
Gerald B.H. Solomon-Saratoga (917)
Hampton (849)
    City Point (836)
    Cold Harbor (837)
    Ft. Harrison (845)
    Glendale (848)
    Hampton VAMC (850)
    Richmond (874)
    Seven Pines (878)
Indiantown Gap (813)
Long Island (815)
    Cypress Hills (808)
Massachusetts (818)
    Togus (822)
NC of Alleghenies (925)
Quantico (872)
    Alexandria, VA (826)
Washington Crossing (926)
    Beverly (804)
    Finn's Point (811)
    Philadelphia (819)
West Virginia (912)
    Grafton (812)

MSN II
– ATLANTA (35)

Alabama (927)
Barrancas (828)
Beaufort (831)
Biloxi (832)
Chattanooga (835)
    Knoxville (855)
Fayetteville (842)
Florence (843)
Florida (911)
    Bay Pines (830)
    St. Augustine (875)
Ft. Jackson (930)
Ft. Mitchell (908)
Ft. Smith (847)
Georgia (922)
    Marietta (859)
Jacksonville (928)
Little Rock (858)
Memphis (860)
    Corinth (838)
Mobile (862)
Mountain Home (864)
Nashville (865)
Natchez (866)
    Alexandria, LA (825)
Port Hudson (870)
    Baton Rouge (829)
Puerto Rico (871)
Salisbury (876)
    Danville, VA (841)
    New Bern (868)
    Raleigh (873)
    Wilmington (881)
Sarasota (931)
South Florida (924)

MSN III
– DENVER (19)

Black Hills (884)
Dallas-Ft. Worth (916)
Ft. Bliss (886)
    Ft. Bayard (885)
Ft. Gibson (844)
Ft. Logan (888)
    Ft. Lyon (889)
Ft. McPherson (890)
Ft. Meade (891)
    Hot Springs (896)
Ft. Sam Houston (846)
    Kerrville (854)
    San Antonio (877)
Ft. Sill (920)
Houston (851)
Leavenworth (897)
    Ft. Leavenworth (887)
    Ft. Scott (893)
Santa Fe (904)

CEMETERY AUTHORIZATION TABLES *(continued)*

MSN IV
– INDIANAPOLIS (27)

Abraham Lincoln (915)
    Danville, IL (809)
Camp Butler (806)
Camp Nelson (833)
    Danville, KY (840)
    Lexington (857)
    Mill Springs (861)
Dayton (810)
Ft. Custer (909)
Ft. Snelling (894)
Great Lakes (923)
Jefferson Barracks (852)
    Alton (800)
    Jefferson City (853)
    Mound City (863)
    Springfield (879)
Marion (817)
    Crown Hill (807)
Ohio Western Reserve (918)
Rock Island (821)
    Keokuk (814)
    Quincy (820)
Wood (823)
Zachary Taylor (883)
    Cave Hill (834)
    Lebanon (856)
    New Albany (867)

MSN V
– OAKLAND (17)

Bakersfield (929)
Eagle Point (906)
Ft. Richardson (910)
    Sitka (905)
Ft. Rosecrans (892)
Golden Gate (895)
    San Francisco (903)
Los Angeles (898)
NMCA (914)
    Prescott (900)
NMCP (899)
Riverside (901)
Roseburg (902)
Sacramento Valley (921)
San Joaquin Valley (913)
Tahoma (919)
Willamette (907)

MANAGEMENT AND DECISION SUPPORT SYSTEM PROCEDURES

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