

**REVISION OF NCA HANDBOOK 3160.03, PROCESSING DONATIONS OF NON-STANDARDIZED COMMEMORATIVE WORKS AND CARILLONS**

**1. PURPOSE/REASON FOR ISSUE:** The Department of Veterans Affairs (VA) National Cemetery Administration (NCA) is revising its policy regarding acceptance of donations of non-standardized commemorative works (NSCW) and carillons.

**2. BACKGROUND:** On January 15, 2019, NCA published NCA Handbook 3160.03, which replaced previously issued guidance, updated procedures, and defined duties of NCA officials regarding the proposal, installation, approval, and reporting of donations of NSCWs and carillons for placement in VA national cemeteries. Among other provisions, NCA Handbook 3160.03 required donors to sign an Offer to Donate, which defined certain elements of the donation, and a Maintenance Endowment Agreement, which required the donor to establish a fund with a specified amount of money to fund future maintenance and repairs. NCA has decided to eliminate the need for multiple signed documents and the creation of a third-party endowment fund by establishing a single Memorandum of Agreement, which will include a provision regarding funding of future maintenance of NSCWs.

**3. REVISED POLICY:** The following changes are effective upon publication of this notice:

a. In lieu of the requirement to establish an endowment fund for the maintenance of NSCWs donated to NCA, every donation of an NSCW will include a monetary portion that will be deposited into a restricted gift fund for the sole purpose of maintaining the NSCW.

b. In lieu of the Offer to Donate and the Maintenance Endowment Agreement, NCA and the donor of an NSCW will sign a Memorandum of Agreement that will set forth important information about the donation, including the amount of the monetary donation for maintenance of the donated NSCW.

c. All MOA's must be submitted to VA's Office of the General Counsel for concurrence through NCA Legislative and Regulatory Service prior to signature by NCA or the donor.

**4. ACTION:**

a. The Legislative and Regulatory Service will review NCA Handbook 3160.03 and identify provisions that must be revised to reflect the changes contained in this notice, including any additional edits that it thinks are advisable to streamline the process for donations of NSCW and carillons. In addition, the Legislative and Regulatory Service will work with the Office of the General Counsel to create a template MOA to be included as part of the revised NCA Handbook 3160.03.

b. The Office of Cemetery Operations and the Design and Construction Service will review and provide input on the revised handbook. When these offices and the Legislative and Regulatory Service are agreed on the revisions to the document, the Legislative and Regulatory Service will process the revised handbook for final publication with a new certification date.

**5. RESPONSIBLE OFFICE:** National Cemetery Administration, Legislative and Regulatory Service (42E), 810 Vermont Avenue, NW, Washington, DC, 20420, is responsible for the contents of this notice. Questions may be referred to NCA 42E Actions mail group.

**6. RESCISSION:** None.

**7. EXPIRATION:** This notice may be archived one year after issue date. The content will remain in force until incorporated into an NCA directive or handbook.

/s/ Randy Reeves  
Under Secretary for Memorial Affairs

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