

RESCISSION OF OUTDATED DOCUMENTS

1. PURPOSE/REASON FOR ISSUE: This notice rescinds Department of Veterans Affairs (VA) National Cemetery Administration (NCA) guidance documents related to outdated reporting requirements.

2. BACKGROUND: NCA is formally rescinding and archiving outdated guidance documents to help ensure decisions and actions are based on current policy and procedures. Rescinded documents will be removed from NCA's intranet web page for active guidance documents, and a watermark will be inserted on each document to indicate that it is archived and not current. Rescinded documents will be listed on an internal facing archive intranet web page with a link to the archived document. The following documents no longer reflect NCA policies or procedural requirements, they are rescinded effective immediately and will be archived.

3. DOCUMENTS TO BE ARCHIVED:

a. **Documents related to outdated reporting requirements** for past projects, studies, reports, or other short-term data collection processes that have been completed or are no longer in use:

- Policy Letter, Central Office Controlled Items (June 20, 1989)
- Letter, Gravesite Development Projects (January 29, 1991);
- Policy Letter, NCSCO Weekend/Holiday Scheduling Report (January 29, 1991);
- Policy Letter, Excess Personal Equipment (July 25, 1991);
- Policy Letter, Volunteer Hours (August 20, 1991);
- Policy Letter, Excess Personal Equipment (Sept. 3, 1991);
- Policy Letter, Reporting Persian Gulf War Era Veteran Burials (Sept 5, 1991);
- Policy Letter, Reporting Interments of Iraqi Conflict Casualties (Sept 5, 1991);
- Policy Letter, Record of Interment Activities, (Sept. 12, 1991);
- Letter, National Cemetery Reference Book (April 9, 1992);
- Policy letter, Performance Measurement (June 11, 1992);
- Letter, Consolidated Procurement FY 93 (June 15, 1992);
- Letter, Performance Indicators (July 14, 1992);
- Policy Letter, Emergency Planning and Community Right-To-Know Act (July 21, 1992);
- Letter, M40-2 National Cemeteries: Administration, Operation, and Maintenance (July 27, 1992)
- Policy Letter, Requests for Information (June 14, 1993);
- Policy letter, Energy Usage Report (June 1, 1993);
- Policy Letter, Water Use at Our National Cemeteries (June 5, 1995)
- Policy Letter, Implementation of National Cemetery System Policy—Headstone Inventory (July 30, 1996);

- Memorandum 2003-401-02, Memorials Inventory Project (April 4, 2003);
- Memorandum, 41A-2012-01, Audit of All Raise/Realign Headstones and Markers Projects (October 11, 2011).

b. **Documents related to temporary guidance on interim issues** such as transition and implementation information, reassignment of duties, and vacancy announcements:

- Letter, Submission of VA Forms 40-4956 to NCS Central Office (April 25, 1990);
- Policy Letter, Letter, Submission of VA Forms 40-4956 to NCS Central Office (May 30, 1990);
- Letter, Submission of VA Forms 40-4956 to NCS Central Office (May 7, 1991);
- Letter, Update on National Cemetery Matters (August 12, 1991);
- Policy Letter, Nationwide Implementation of BOSS and the Supporting Network (February 8, 1993);
- Policy Letter, Requests for Information (June 14, 1993);
- Letter, Realignment of Staff (June 18, 1993);
- Policy Letter, Office Automation (OA) Software—Standard Utilization (September 27, 1993);
- Letter, Transfer of Motor Vehicle and Radio Equipment Duties (June 8, 1994);
- Policy Letter, Linking of Management and Decision Support System (MADSS) and Burial Operations Support System (BOSS) (October 12, 1994);
- Policy Letter, Field Vacancy Announcements (March 25, 1995);
- Policy Letter, Implementation of Minority Veterans Program Coordinators (May 10, 1995);
- Policy Letter, Redistribution of Coordinators' Responsibilities (November 6, 1996);
- Policy Letter, Elimination of Federal Tax Exemption for Key Employees Occupying Quarters [Application of 1999 CPI adjustments] (June 12, 2000);
- Memorandum, Implementation of Hub Cemeteries Reorganization, (June 18, 2002);
- NCA Notice 2011-4 Office of Field Programs Employees Issuance of Cell Phones/ accessories (April 2004).

c. **Documents that have been rescinded or superseded** by subsequent policy or procedures:

- NCA Directive 3210/1 Eligibility Requirements (January 18, 2011); replaced by NCA Directive 3210 Eligibility Authorities and Administration of Burial Benefits in VA National Cemeteries (June 8, 2020);
- NCA Notice 2019-01 Public Law 115-407, The Veterans Benefits and Transaction Act of 2018 (February 05, 2019); replaced by NCA Directive 3210 Eligibility Authorities and Administration of Burial Benefits in VA National Cemeteries (June 8, 2020);
- NCA Notice 2017-01 – Public Law 114-273, The Charles Duncan Buried with Honor Act of 2016 (January 31, 2017); replaced by NCA Directive 3210 Eligibility

Authorities and Administration of Burial Benefits in VA National Cemeteries (June 8, 2020);

- NCA Notice 2012-02 – Public Law 112-260 Provisions Relevant to the National Cemetery Administration (September 20, 2012); replaced by NCA Directive 3210 Eligibility Authorities and Administration of Burial Benefits in VA National Cemeteries (June 8, 2020);
- Policy Memorandum NCA-41-2014-03 – Requests for NCA Benefits Based on Same-Sex Marriage (June 20, 2014); replaced by NCA Directive 3210 Eligibility Authorities and Administration of Burial Benefits in VA National Cemeteries (June 8, 2020);
- 401 Policy Letter – Determining Eligibility (January 21, 1997); replaced by NCA Directive 3210 Eligibility Authorities and Administration of Burial Benefits in VA National Cemeteries (June 8, 2020);
- Policy letter, Donated Tree Policy (2/7/1989); replaced by NCA Handbook 3160.02 (1/15/2019);
- Policy letter, Annual Cemetery Management Plan (4/13/1992); replaced by NCA Directive 3000 Operational Standards for VA National Cemeteries (1/5/2010);
- Policy letter, 12X18 Flat Granite Marker (10/23/1992); replaced by NCA Handbook 3120 Interment Layout Area (3/8/2001);
- Policy letter, 12X18 Flat Granite Marker Ordering Instructions (2/3/1993); replaced by NCA Handbook 3120 Interment Layout Area (3/8/2001);
- Letter, 2,4-D (4/10/1995); replaced by NCA Handbook 3420 Grounds Maintenance (2/29/2012);
- Letter, Alternatives to the Use of 2,4-D (4/20/1995); replaced by NCA Handbook 3420 Grounds Maintenance (2/29/2012);
- Policy letter, Storm Damage Guidance (2/8/1995); replaced by NCA Directive 0322 First Notice of Event (10/29/2019);
- Policy letter, Interment and Memorialization in National Cemeteries of Victims of the 9/11, Terrorist Attacks (12/3/2001); replaced by NCA Directive 3210/1 Eligibility Requirements (1/18/2011);
- Memorandum 2003-401-03, Requests for Ceremonies at National Cemeteries; replaced by NCA Directive 3170 Ceremonies and Special Events at National Cemeteries (12/15/2017);
- Memorandum 2003-401-04, Standards of Conduct in National Cemeteries (5/21/2003); replaced by 38 CFR §1.218 Security and law enforcement at VA facilities;
- NCA letter to funeral homeowners and directors regarding military funeral honors (8/2004); replaced by 38 CFR §38.619 Requests for interment, committal services or memorial services, and funeral honors;
- Policy letter, Ceremonial Carrying or Discharge of Weapons (4/16/2004); replaced by NCA Directive 3170 Ceremonies and Special Events at National Cemeteries (12/15/2017);
- Memorandum, Flag Policy Issues (1/27/2005); rescinded by NCA Directive 3220 Flags Displays in National Cemeteries (Nov 22, 2005), which was subsequently rescinded by NCA Directive 3220 Flags Displays in National Cemeteries (Aug 3, 2018);

- NCA Handbook 3012, VA National Cemetery Uniforms and Special Clothing (June 10, 2010); replaced by NCA Directive 3012 Uniforms and Personal Protective Equipment (3/12/2020);
- Policy letter, Policy on Recitations Presented at VA National Cemetery Committal Services (1/16/2009); replaced by NCA Directive 3170 ceremonies and special events at Department of Veterans Affairs (VA) national cemeteries (12/15/2017);
- Memorandum, Long-Standing Practices with Respect to Family Wishes (5/24/2013); replaced by NCA Notice 2018-01 Protecting Religious Beliefs (4/16/2018);
- Memorandum 2013-03, Steps to Take After Receipt of the Organizational Assessment and Improvement Site Visit; replaced by Organizational Assessment and Improvement Guide;
- NCA Notice 2015-03 Display of the Flags of U.S. Territories and the District of Columbia; replaced by NCA Directive 3220 Flag Displays in National Cemeteries (8/3/2018);
- NCA Directive 6330, NCA Directives Management (August 30, 2016); replaced by NCA Directive 6330, NCA Directives Management (3/6/2020);
- NCA Handbook 6330.01, NCA Directives Management Procedures (February 13, 2017); replaced by NCA Directive 6330, NCA Directives Management (3/6/2020);
- NCA Notice 2016-05 Approval of Ceremonies and Special Events at VA National Cemeteries Which Include Carrying and/or Discharge of Firearms or Cannons; replaced by NCA Directive 3170 Ceremonies and Special Events at National Cemeteries (12/15/2017);
- NCA Notice 2016-05 Reviewing Content for Remarks Proposed for Delivery During Ceremonies and Special Events; replaced by NCA Directive 3170 Ceremonies and Special Events at National Cemeteries (12/15/2017);
- NCA Notice 2017-04 Acceptance of Donations Featuring the Fallen Soldier Display; replaced by NCA Directive 3160 Gifts and Donations to National Cemeteries (12/14/2018).

4. ACTION: 42E will remove the rescinded documents from the intranet web page and prepare them for republication on the NCA Policy Archive webpage by inserting a watermark indicating that it is archived and not current.

If applicable, 42E will provide the identifying information of the document that superseded or replaced the archived item. Each archived document will include a link to view the rescinded or superseded item.

5. RESPONSIBLE OFFICE: National Cemetery Administration, Office of Finance and Planning, Legislative and Regulatory Service (42E), 810 Vermont Avenue, NW, Washington, DC 20420, is responsible for the contents of this notice.

September 10, 2020

NCA Notice 2020-04

6. EXPIRATION: This notice will be archived on the last day of September 2021.

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

Distribution: Electronic