2022

SUVCW Graves Registration Database Instruction Manual

Henry C. Duquette, PDC,

National Graves Registration Officer

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SUVCW Graves Registration Database Instructional Manual

Introduction

One of the major goals of the Sons of Union Veterans of the Civil War is to locate the final resting place of every Union Veteran of the American Civil War and record it in its Graves Registration Data Base (DB). We will never find all, but we will do the best we can. This manual details the rules for recording and registering graves in the DB and tells how to retrieve information from it.

In order to complete this Project, we need an army of volunteers. Many SUVCW brothers are working on the Project. However, outside individuals and organizations are encouraged to assist. For instance, individual descendants of veterans can register their ancestor's grave, and organizations can adopt entire cemeteries to register. Even if you do not have a relative who served in the Union forces during the war, we can still use your help. So far, we have registered almost 800,000 soldiers of the estimated 2.2 million soldiers who served so there is a lot more to be done!

Starting in 1996, hundreds of dedicated people, within and without the SUVCW, graciously devoted thousands of hours of time and energy visiting cemeteries and repositories, researching, verifying, and recording the graves of Union Veterans. The results of their work were brought online on February 22, 2005, thus making these registrations available for viewing by the general public and allowing new registrations to be entered online. Users of the DB fall into three categories:

<u>Viewers</u> are those who only "look up" or search for information already in the DB. This can be anyone who wishes to do so, and they do not have to set up an account or register with the DB.

<u>Submitters</u> are those who add new graves to the DB (but who cannot delete records or make corrections or additions to existing records.) These must identify themselves and set up an account.

<u>Administrators</u> are those who, in addition to adding new registrations, can make corrections and changes to existing records, can delete duplicate and erroneous records and who approve the "submissions" of submitters before they are made part of the DB.

If you would like to help, please read this manual. Then set up a submitter's account by following the instructions starting on page 6. If you are not a computer user, submit entries on the paper form GR (grave registration) which you can see in Appendix A to Department Graves Registration Officers (DGROs) via regular mail or e-mail. To find the DGRO for the state in which the grave is located go to the SUVCW website (www.suvcw.org). Click on the map and find the SUVCW Department for the state where the grave is located. Then find the contact information for the DGRO in the Department's list of officers. If there is no DGRO for your state, mail or e-mail completed Form GR to the Department Commander or the National GRO at gravesreg@suvcw.org. Please include your street address.

Success of this project depends on how accurately data is collected and recorded. Incomplete or improperly submitted Grave Registration Forms/Data can cause problems in the future, which can include not being able to retrieve the veteran's burial record. It is important that you ensure that all available information is obtained before you enter your work into the DB. We truly thank you for your interest and assistance in this project, an important way to *Remember the Boys in Blue.*

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What's In The Database (DB)?

There is <u>one</u> record for each Union veteran whose final resting place has been identified and entered into the DB. A veteran is one who was a Soldier, Sailor, Marine, or member of the Revenue Cutter Service of the United States of America, or in a state militia unit called to active federal   service and subject to orders of United States officers at some time during the war and who was regularly mustered and honorably discharged from or died in service. **Those who deserted or otherwise were not honorably discharged are not to be included in the DB.** Note that men who deserted but made good by returning to their regiments, later reenlisting in a different regiment, etc. and were subsequently honorably discharged are to be included. Be aware that the notation "deserted" in unit rosters is not necessarily conclusive as many soldiers were removed to hospitals, missing in action or otherwise lost and later united with their units. One proof of honorable service is if a veteran received a pension as evidenced by the issuance of a certificate.

If the veteran is buried in one place (perhaps the battlefield where he fell or outside the POW Camp in which he died) and a cenotaph exists elsewhere (perhaps his hometown) the record should include the actual burial place with the location of the CENOTAPH noted in the Veteran Summary (display screen)/Other Information (submission screen).

Do not enter lists of names from a monument unless the veterans are buried there. Entries for actual burials may, in the Veteran Summary, make reference to the fact that the veteran's name appears on a monument somewhere else.

All records consist of "fields" or "data elements" in which are the veteran's name, important dates, details of military service, cemetery, etc. A list of all the fields, their definitions, and the rules under which they are entered into the database starts on page 12. Veteran to veteran there is a wide range of information in the DB as, for some, little information is availble or the submitter did not ferret out more information or chose not to enter it. Our preference is to paint a picture of the veteran if possible and there is plenty of space in the Veteran Summary to include whatever of his life story pre-war, during the war, and after it as you care and are able to find and enter.

Our practice is to enter the Find a Grave® (FaG) Memorial number (<u>numbers</u> if there is also a cenotaph as FaG has separate records for the grave and the cenotaph) in the Veteran Summary. If there is no FaG Memorial, please create one, and request that a FaG volunteer take a photo of the headstone, if any. If possible, call or visit the cemetery to ask for the grave number so you can enter it in both the DB and in FaG (to help the photographer locate the grave). Also, please request a photo if there is an existing memorial but no photo.

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The Graves Registration DB Menu Page (Home Page)

Input www.suvcwdb.org. The page contains ten (10) links: one on the upper left of the top black menu/navigation bar, "**SUVCW Database,**" five on the upper right of the menu/navigation bar ("**About**", "**Search**", "**Contact**", "**Signup**", "**Login**"), three in the middle of the page ("**About Us**", "**Search Graves**", and "**Instructional Booklet" (Instruction Manual**) and one on the lower right of the page "**Powered by SUVCW.**"

Here's what the page looks like:

National Graves Registration Database Home Page

Both "**About Us**" and "**Search**" appear twice, first on the upper black menu bar, to the right and again in the middle of the page. So, we will describe each only once. The explanations of the eight (8) unique "buttons" or links are described below.

SUVCW Database: This appears on all screens in the SUVCW Graves Registartion DB system and, when activated, returns you to this screen so there's no use in clicking on it here!

About Project: Clicking this brings you to a page that tells a little about our project. Not shown.

Search Enries: See Searching the DB on page 5.

Contact: Clicking this link takes you to a page to send a message or question to the National GRO. If you have questions about this booklet or our database, feel free to contact him; either he or

another member of the National Committee on Graves Registration will get back to you. This page is not shown.

Signup: This is the first step in creating a submitter's account so you can add graves to the DB. Click on this and you will see the screen on page 6.

Login: Once you have created a submitter account you will click here when you want to login to the System to search, add graves, etc. If the login is successful, you will see the **Submitter Screen** described on page 10.

Instruction Manual: Clicking here displays this Instruction Manual.

Powered By SUVCW: This button takes you back to this Home Page of the SUVCW Graves DB System.

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Searching the DB

The second button from the left on the upper right of the Menu/Navigation Bar of the **Graves Registration DB Menu Page** is the "Search" link. Anyone can use this feature for free without having an account or registering with the DB. When clicked you will see the following:

Public Search Page

The eleven fields below can be used in a search. Only two are required, the Last Name and the Verification Code. The more fields filled in; the fewer results will be returned so there will be fewer results for you to examine to locate your record. However, more fields filled in doesn't always make it better. If you fill in a field that is not populated or spelled incorrectly or simply differently, on the existing record, the search will not find the record. Smith will not find Smythe; likewise with Stephens and Stevens, etc. So, usually, less is best as it is easy to scan the results page. The fields (definitions are in the list on page 12 under **Personal Information)** are: First Name, Last Name, Unit (designation)Rank, State (served), Branch (of service), Cemetery Name, Cemetery City, Cemetery State, Cemetery County, Verification Code.

A search returns a list of records which match exactly the criteria entered. Clicking on the name in the list which best matches who you are looking for returns a screen which shows all the information in the database about that particular veteran.

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Creating A Submitter Account (So You Can Add Records To The DB)

Clicking **Signup** on the Graves Registration Database Home page returns the following which must be completed in accordance with the instructions below.

Signup

Username: This field requires six through sixteen letters, numbers, or special characters and is not case sensitive

E-mail: This must be an active account.

Password: Enter your password, also consisting of six (6) through sixteen (16) letters, numbers or special characters. The password field is case sensitive.

Please note that you did not have to retype your password.

Once you click on **Signup** your account will have created and you will be presented with the Submitter Menu Page (see page 10) which is a version of the Graves Registration DB Home Page which includes **My Graves, New Grave**, **My Information** and **Logout** in place of **Signup** and **Login.** Previously, you would have received an e-mail to which you would have had to respond, but this feature is not active at present so you are now logged in and can start entering graves. However, we ask, but it is not required, that you first give us some information about yourself by clicking on the **My Information** button which brings you to the My Information Page (pages 7 and 8.)

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SUVCW Database   About   Search   Contact   My Graves   New Grave   My Information   Logout (henrycdtest22)

Email Address: MyEmail@gmail.com
First Name:
Last Name:
Address:
Address (cont.):
City:
State:
Zip:
Phone:
Fax:

[Edit My Information]

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My Information Page

When creating a new account, the data in your **My Information Page** at this point will only be your E-mail address. Please add the other contact information by clicking on the "Edit My Information" link on the middle left of the page which will take you to the Edit My Information Page.

SUVCW Database   About   Search   Contact   My Graves   New Grave   My Information   Logout (henrycdtest22)

Email Address
MyEmail@gmail.com

First Name

Last Name

Address

Address (cont.)

City

State

Zip

Phone

Fax

[Cancel Edit]   [Submit Changes]

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Edit My Information Page

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Please input the following information into the correct location.

First Name: Your first/given name.

Last Name: Your surname/family name.

Address 1: Your street address with number. Example, "123 Main Street." You do not need to spell out the Street, Avenue, Road, etc. (St., Ave., Rd., etc.).

Address 2: Use for an apartment, suite, etc. number or letter. Example, "123 Main Street Apartment #5", you would input "Apartment #5" into this field. Used only if needed.

City: The city/town name that is associated with your Zip Code™.

State: This field is for the full State name where you live, use drop-down menu.

Zip Code™: Please use the Zip+4 Code™ if known or the Zip Code™ of your mailing address.

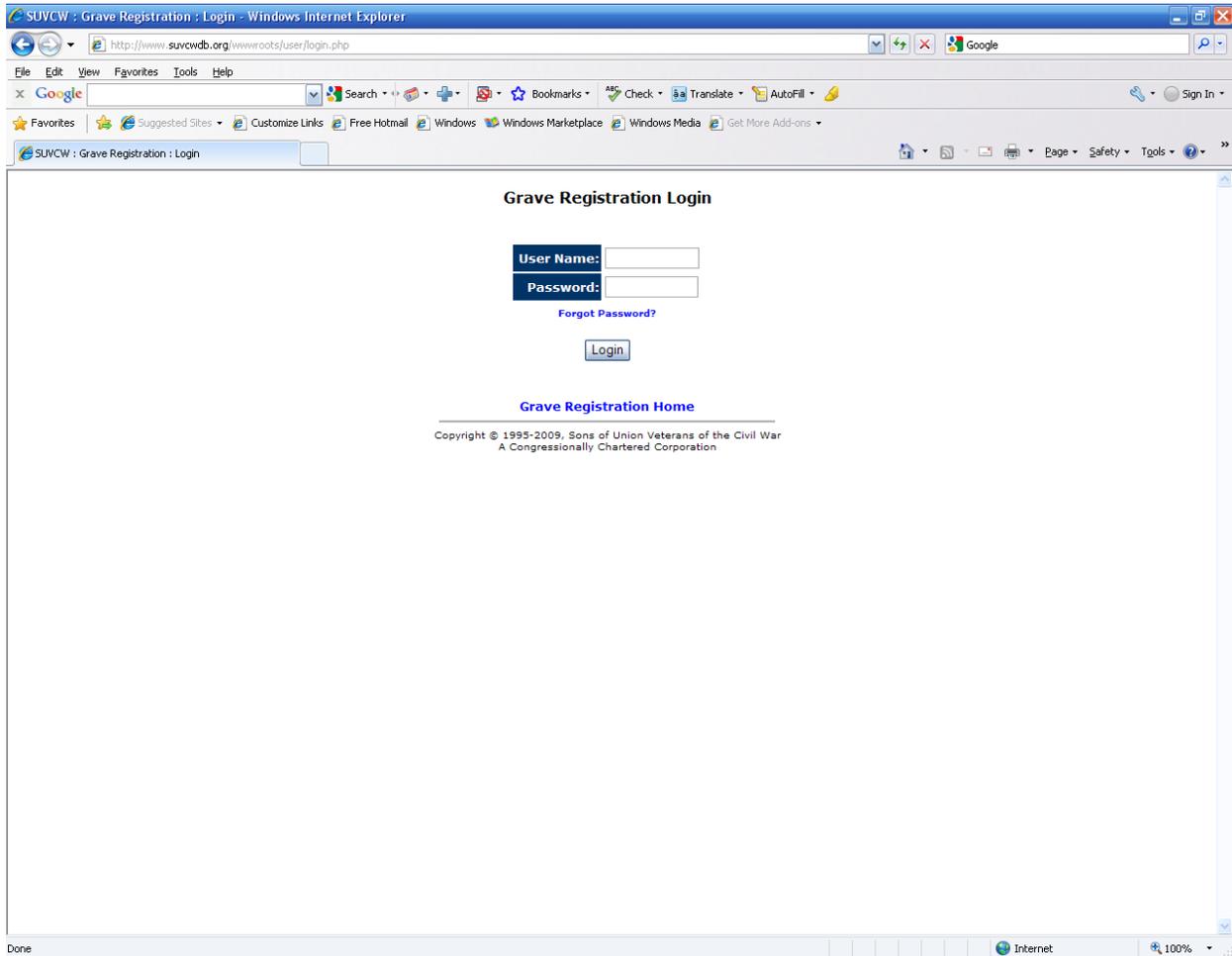**Phone**: Can be home, office, or cell phone number with area code and must be active.

Fax: Not in Use.

To start over, click the Cancel Edit button (RED). To change information on one line just backspace to delete what you need and move on to the next line. Once you are done, click the Submit Changes button (GREEN). You can return to the **New Grave** page by clicking on this link in the menu/navigation bar at the top.

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Logging In (After You Have Created a Submitter Account)

On the Graves Registration Database Menu Page which you get to by entering www.suvcwdb.org. (See page 3), click on "**Login**" and you will see:

In the top box, type your Username for www.suvcwdb.org.

In the bottom box, type your Password for www.suvcwdb.org.

These are both case sensitive. We suggest checking the "Remember Me" box to help our computer recognize yours via use of a cookie. If you have cookies blocked this will not work.

Once you have entered the correct Username and Password, click "Login." This will take you the Submitter Menu Page (see top of next page) which has the same format as the Graves Registration System Home Page except the "**Signup**" and "**Login**" links have been replaced by the "**My Information,**" "**My Grave**", "**New Grave**", and "**Logout**" links.

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If you have forgotten your password, go to page 11.

Submitter Menu Page (Registering Graves, etc.)

Submitter Menu Page

There are twelve buttons/links on this page (of which two are duplicated):

On the menu/navigation bar, left **SUVCW Database**

On the menu/navigation bar, right: **About, Search, Contact, My Graves, New Grave, My Information, Log Out**

In the middle of the page: **About, Search, Instructional booklet**

Lower right: **Powered by SUVCW**

All these have previously been described (see pages 3 and 4) except for:

New Grave. See page 11.

My (Not Yet Approved) **Graves**. A list of the graves you have submitted but which have not yet been approved or disapproved.

Logout. Self-explanatory**.**

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Forgot Password

If you forgot or wish to change your password, click on the link just below the password box on the Login page, "**Forgot Password**" (See below). You will be brought to the following screen:
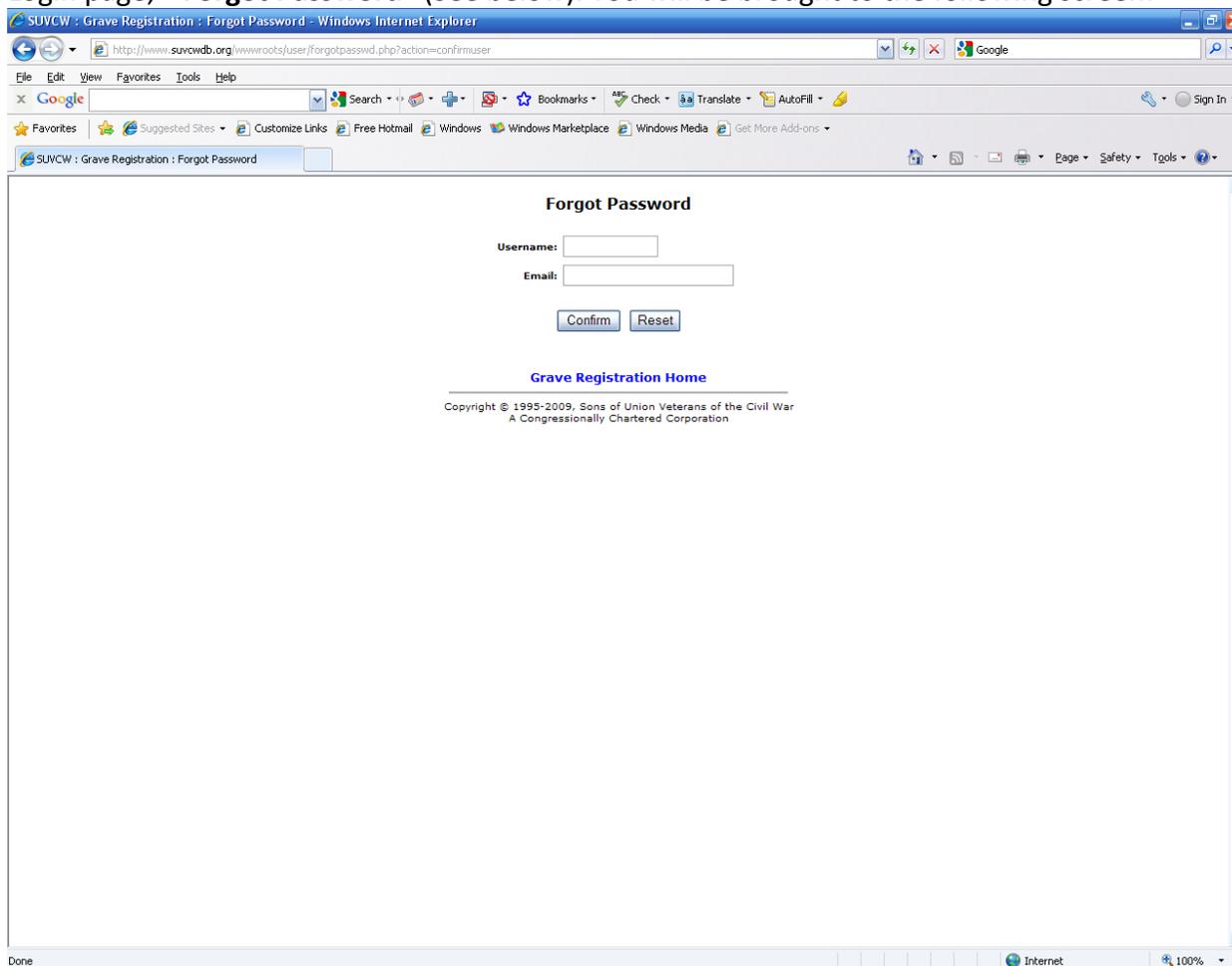
Forgot Password Page

Type your username into the top box labeled "Username." Then type in the e-mail address you used to sign up for your account into the bottom box labeled "Email." Then click the "**Confirm**" button. If you need to start over with your request, click the "**Reset**" button.

After you click the "**Confirm**" button you will see the following message;

> **"Your new password has been generated and a link emailed to you. You may change it the next time you log in. For additional help, contact us by following the 'Contact Info' link at the bottom of the page."**

If you still cannot Login, then contact us by following the "Contact Info" link on the Graves Registration Database Menu Page. Please give a phone number and good time to call. Someone from the National Committee on Graves Registration will call to help.

Changing Your Password

For security reasons it is a good idea to periodically change your password. Whenever you would like to do this, follow the **Forgot Password** instructions on page 11.

Remember the password section is case sensitive.

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Add New Grave

SEARCH the DB first to see if the veteran is already in the DB or not. If he is not, you can start to enter the data. If he is and you have more or different information than is already in the DB, send an e-mail or write to the DGRO or the NGRO (gravesreg@suvcw.org). Clicking on the (**Add) New Grave** button returns the online form used to enter information about the veteran.

Although we like comprehensive information, if only limited information is available, enter what you have. Certain basic information about a veteran is required. **We must know six pieces of data:** who the Union veteran is (his LAST and FIRST NAME) and where he is buried (CEMETERY NAME, STREET, CITY/TOWN/VILLAGE and STATE. Registering a grave without the name of the occupant serves no purpose. In addition, you must identify the unit that the veteran served in (UNIT DESIGNATION) or have confirmation of veteran status in the Veteran Summary field. If no unit information can be located but the grave is in a Veterans' or National Cemetery or the head-stone is Government Issue, the veteran may be listed and will be approved as long as you have recorded in the Veteran Summary field "Headstone is Government Issue, no other records found."

When completing all fields, use normal upper- and lower-case characters as all upper case is demanding or rude, while using all lower case is not professional in appearance.

Personal Information (about the Veteran)

Last Name (Required field): Input only one last name (surname/family name) and spell it exactly as you wish it to search (example, John David Wright), "Wright" would be the last name. If there is a difference in the spelling of the name, use the spelling in the unit roster, unless that spelling is known to be incorrect. Note other spellings in the Veteran Summary.

First Name (Required field): Input only the first given name (example, John David Wright), "John" would be the first given name. If you only know the initial use it.

Middle Name: Enter the full middle name if you know it or the first initial (without a period) if that is all that is known (example, John David Wright), "David" or "D," if that's all you know.

Age (at death): If you know the veteran's age at death, enter it here. If you know the veteran's Birth Year and Death Year (subtract the birth year from the death year and input the answer). You can also estimate the veteran's age at death if his age at the time of enlistment and date or year of death are known. If the age is exact just enter it. If it is estimated, place "≈" next to it by depressing the alt key and typing 247, such as 79≈.

Birth / Death: Each field has three (3) elements; Day, Month, and Year (example: 21 Nov 1841). The Day entry would be "21", the Month entry would be "Nov" (both from drop-down menus), and the Year entry would be "1841" not "41".

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Unit Designation: This is for the ordinal number or name of the unit, NOT the Branch or State of service. Examples: if service was in Co. B, 2nd Rhode Island Infantry, the "2nd" is the unit designation and if service was in the Springfield, Illinois Light Artillery Battery, "Springfield" is the unit designation. If the name or number in the unit designation field is not for a regiment but for an independent battalion, company, or battery, place battalion, company or battery in the unit designation along with the name or number. Many men served in two or more units, sometimes in both the Army and the Navy. Generally, we place the number/name of the first unit a veteran served in in the Unit Designation field (and the company within that unit he was assigned to in Company field). However, this is not essential. The important thing is we want to capture all of a veteran's military service, so we include the other units, along with the dates of service in the Veteran Summary. If service in the first unit was for a very short duration or the veteran was never assigned to a company in that unit use the second regiment, he served in for the Unit Designation and include the first in the Veteran Summary.

State: Using the examples under "Unit" above, the State of service in the first would be "Rhode Island" and in the second would be "Illinois". You would pick the state by a drop-down menu. If United States Army or Navy, you would pick "US Federal" from the drop-down menu.

If Federal, State From: In this field you would list the State that the veteran's service was credited to or the State where the veteran lived prior at time of enlistment. Note this field is ONLY used if the "State" field above lists "US Federal." The State is picked from a drop-down menu.

Branch: This field indicates the type of unit, i.e. Infantry, Artillery, Cavalry etc. The "Branch" is picked from a drop-down menu. As in the examples above, under "Unit Designation", "Infantry" would be the "Branch" in the first example, and "Light Artillery" would be the "Branch" in the second example. If a veteran served in more than one Branch use the Branch of the unit you entered in Unit Designation.

Company/Ship (Battery): This field breaks down the size of a unit into smaller groups or lists the ship/vessel that your veteran was assigned to. As in the examples above, under "Unit Designation," "Co. B" would be the Company/Ship of the 2nd Rhode Island; we only list the initial of the Company, so the field would read "B" (no quotes in any fields). As in the second example the Company/Ship would be "Battery." Note that whereas a Company is the next smaller group in Infantry and Cavalry Regiments, Battery is the next smaller size group in an Artillery Regiment. Note the use of Troop as the next smaller size in a Cavalry Regiment did not come into use until the 1880s. Again, it is not necessary to enter "Battery." Just enter the letter designation as the Branch tells us whether it is a Company or Battery. In the second example, there is no Battery letter, which means that it is an Independent Battery (not part of a Regiment), and you should enter "Independent." If a veteran served in more than one company, use the company of the unit he first served in. This will result in some apparent errors such as when the veteran enrolled as a company grade officer and was later promoted to major or colonel for whom Company would be Field and Staff) so you can, for example, have a colonel, etc. appearing in Co. B.

Rank: Enter the highest rank the veteran achieved prior to muster out even if the rank was awarded after the end of the war. Rank is picked from a drop-down menu. If Private, list as

Private, do not leave blank. If the rank includes "acting", such as Acting Ensign, which is not in the table, record the veteran as "Ensign," etc. Do not place brevet ranks here but mention them in the Veteran Summary.

Enlistment and Discharge Dates: Each has three (3) elements; Day, Month, and Year (example; 27 Oct 1861). The Day entry would be "27", the Month entry would be "Oct" (from a drop-down menu), and the Year entry would be "1861" not "61". Please enter Death Date as Discharge Date if the veteran died during service. Do not placed "died" in the discharged date. If known, please complete. Note that the word "enrolled" was often used for the date an officer joined but was sometimes used for an enlisted man.

Veteran Summary (Display Screen)/Other Grave Information (Submission Screen): This is a text box in which you can record additional information about the veteran including information about the veteran's pre- and post-war life. There is plenty of room but please keep it succinct. Some things you may want to enter are place of birth, residence at time of enlistment, where enlisted, spouses' name(s), whether he received a pension or not and, if so, was it continued by a widow, Prisoner of War (POW), Killed in Action (KIA), wound data, transfers, also known as (aka) names such as Smyth or Smith, etc.), any alias used, etc. **Do enter the Find a Grave® memorial number.** If there is no memorial please create one and request that a Find a Grave® volunteer photo the head-stone, if any. If possible, call or visit the cemetery to ask for the grave number so you can enter it in both the DB and the Find a Grave® Memorial (to help the photographer locate the grave). Also, request a photo if there is an existing memorial but no photo, again providing the grave number.

GAR Post: If the veteran was a member of the GAR, list the Post name and number (if the name is too long, enter only the Post number. If known, please complete. If you know that the veteran was a member of more than one Post, explain in the Veteran Summary.

Dept. of: Enter the GAR Department that the Post was formed under. If known, please complete.

Cemetery Information

Cemetery Name (Required field):   Do not enter the word "Cemetery" at the end or "Cemetery of" at the beginning. Do not abbreviate unless the abbreviation is used by the cemetery itself as part of its official name. "Battlefield" and "At Sea" are acceptable. In these cases, explain in the Veteran Summary including the name of the battle, if applicable.

Cemetery Street (Required field): Include Street (St.), Road (Rd.), and Avenue (Ave.), etc. after the street name. Include pre- and post-directionals (N, E, S, W) if applicable. Some cemeteries list a P.O. Box or address of an office in a nearby town or the home address of the Superintendent. In these cases enter the St., Rd., or Ave. closest to the front gate of the cemetery (with the closest pole number or mile marker number) or the closest intersecting St., Rd., or Ave.

City, Town, Village. (Required field): The name of the city, town, or village where the cemetery is physically located. It is what the locals call the area in which the cemetery is located and is usually but not always what appears in the mailing address if the cemetery office is located on the

cemetery property itself. Note that there are many variations. For example, mail for Town of Edinburg in Saratoga County, and for the Towns of Benson and Northampton in Fulton County, all NY, is delivered from the Northville (unincorporated village) post office, Zip Code™ 12134. So far as the Post Office and many Zip Coded based computer applications are concerned, all are Northville 12134. In many cases the office/mailing address may be located far from the cemetery itself. Note that "town," as used here, may be an incorporated town/ actual municipality (division of a county), a hamlet, a populated place, a borough, a neighborhood of a large city, etc., depending on usage in the particular state. Many towns have within them a village or hamlet of the same name, so it is important to differentiate. For example, the Village of Galway in the Town of Galway should be entered "Galway (Village)." When the smaller entity is a hamlet place "Hamlet" in the parentheses.

Township: About twenty states subdivide their counties into Towns or Townships. If this is the case, enter the name of the Town/Township, if known.

County: 48 states are divided into counties. In Louisiana the equivalent is known as a "Parish." In Connecticut there are no counties (except as "historical" regions). The first subdivision of that state is into towns. Some cities (many in Virginia) are "independent cities" and are not considered part of the county which surrounds them). Except for Connecticut and in cases where the city is considered independent, enter the county/parish in which the cemetery is physically located, this helps many of our researchers to reduce a state search to a more manageable size for them and the workload of our database.

State/Country (Required Field): From the drop-down menu, select the State, Territory or Country in which the cemetery is physically located.

Grave Information

Cemetery Lot: Enter lot or plot number, letter, or name. Many cemeteries' numbering systems use Rows or Ranges. If there is no lot/plot enter the Row or Range. Some cemeteries have more complex numbering systems. In these cases, it is best to place the data in the Veteran Summary box using the particular cemetery's nomenclature and letters/numbers.

Cemetery Section: Enter the section number, letter, or name.

Cemetery Grave Number: Enter the grave number or location within the row or range.

Next, are the following ten (10) check boxes, please check all that apply:

Military Headstone: In most cases a military headstone would be made from marble and have a shield engraved into the stone with the veteran's Rank, Name, Company, Unit Designation, State, Branch, and sometimes Death Date. Other military headstones/markers can be made from granite or bronze and be upright or flat. There are photos and descriptions of Government headstones in Appendix B.

Headstone Needs Replacing: This box is for headstones that are illegible, broken, or worn away.

Headstone Needs Resetting: This box is for any headstone that is leaning over in any direction or lying on the ground (back down or face down), or is sinking.

Private Headstone or Family Monument: This box is for any headstone which is provided by a GAR Post, family, or any non-Government type of headstone.

No stone or Marker Found: This is just as stated, you can confirm the burial location, but there is no stone or marker.

Grand Army of the Republic Flag Holder: A GAR Flag Holder is a flag holder that was placed at the grave of a Union veteran who was a member of the Grand Army of the Republic. Some examples of GAR flag holders are in Appendix C. Although there are wide variations, the commonality is the all have the initials GAR.   Such flag holders should not be used on graves of Union Veterans who were not GAR members. Use one that says "Civil War Veteran" or "Veteran 1861-1865," etc. Note it is considered grave desecration to remove any type of flag holder from a grave and, in some states, it is against the law.

Military Order of the Loyal Legion (MOLLUS) Flag Holder: Is the same as above, but the veteran must have been an officer who served during the ACW and was a member of MOLLUS.

Other Flag Holder: This could be any type of flag holder that has been placed at a veteran's grave, including flag holders from the Allied Orders of the GAR, which includes; Auxiliary to the Sons of Union Veterans of the Civil War (ASUVCW), Ladies of the Grand Army of the Republic (LGAR), Daughters of Union Veterans of the Civil War (DUV), and the Woman's Relief Corps (WRC).

Medal of Honor: If it is confirmed that this veteran received the Medal of Honor for service during the ACW, check this box.

Cemetery Burial Records Checked: We should all try to complete this part. This is when you go to or call the cemetery office and confirm burial, location, and dates. Using a list which is on the internet is not checking the cemetery records; such a list can be put on the internet without any type of confirmation (Example; Find a Grave®, The USGenWeb Project, RootsWeb, etc.). Even the use of a VA or Government website is not considered checking the burial records, although all may be used to begin as long as proper research is completed and secondary sources are recorded prior to the addition to the SUVCW database.

Processing

Once you have filled in all the required fields and populated the other fields that you are able to with information about the Union veteran you are working on, click the "**Add Grave**" button.

The system will do a duplicate record check (look to see if this record is already in the DB). If this search determines that your submission is not a duplicate it will be added to your **My**

(Unapproved) **Graves** list and you will be taken there. Your submission will appear on the list with an option to delete it if you later come to believe it is erroneous.

If the system returns a "Possible Duplicate" message, you will have two options "Delete" or "Submit." If you agree that the entry is a duplicate, delete it.   If you are sure the entry is not a duplicate, submit it.

All submissions are reviewed by an Administrator who will approve or reject your record after:

1. Performing a duplicate record check. We need to do this because some submitters override the "duplicate" message even if their submission is a duplicate.

2. Confirming the service of the Union veteran.

If your submission is disapproved, you will receive an e-mail telling you the reason for disapproval and a contact e-mail to get assistance. If you felt that the submission should have been approved, please follow through so we do not lose this veteran.

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Correcting/Updating Existing Records

When you become aware of a correction to or additional information to be added to an existing record or believe that a record should be deleted because it is a duplicate or erroneous (not a CW veteran, burial location incorrect, etc.) and you:

1. Have a submitter account, email the information to the DGRO for the state in which the grave is located. See Appendix A.

2. Do <u>not</u> have a submitter account, contact the NGRO by using the contact form which is located by clicking on "Contact Info" on either:

    a.   The National Graves Registration Database Menu (see page 3 of this manual).

    b.   At the top of any results page.

You may request to correct, update, or delete any record in the database. We ask that that your request be via e-mail, US mail, or the Contact Form mentioned above, with research documentation to support your request. Copies of the research, while welcome, are not required if the source is freely available online; just send the current web address for that source. We are working very hard to make all of the data in the SUVCW Graves Database as accurate as possible. We appreciate your assistance in helping us achieve that goal.

SUVCW Graves Registration Database Instructional Manual

Research

So, where do you look for information about a veteran, particularly proof of service?

The SUVCW Graves Committee website, http://suvcwgravescommittee.webs.com/ has, under the heading **Research Aides** (in the column at the left)**,** a list of free and pay for use websites and databases which we use to confirm your submissions.

We do not recommend any particular sites or services but include this information for your assistance. Only you can decide to enter into a pay for use contract with any of these companies and to what level of research you wish to achieve for your veteran's submission. The SUVCW will not reimburse any submitter for any fees that are paid to gather research for any veteran's submission.

As you can see on the Committee Website, many states compiled rosters of their units often including all those who served in that unit at any time. So, if you know the unit designation, these state records are a good place to start.

A particularly useful tool is the National Parks Service (NPS) Civil War Soldiers and Sailors Database at **https://www.nps.gov/civilwar/soldiers-and-sailors-database.htm.** The NPS says that the soldiers list is complete, but the sailors list only includes Black sailors. If you cannot find a soldier in the NPS Search for Soldiers it is probably because he is there under a different spelling of the name or under an alias. The NPS has little information about each soldier, just his regiment and, if it is Militia, the dates the regiment was in Federal Service. But this is very important as the unit designation/regiment is what you need to find more information in other databases.

Half those who served, or their survivors, eventually received a pension, and their pension record index cards are available at www.familysearch.org (free) and www.ancestry.com (pay). The pension index cards show all the regiments a soldier served in and whether or not his pension went first to the soldier and, after his death to his widow/children, or went only to his widow/children.

Appendix A
Department Grave Registration Officers (DGROs) by State and Territory
If there is no DGRO the Department Commander's name is substituted.

State		Email	DGRO	E-Mail
AL	Alabama	dgroalabama@suvcwdb.org	Martin, Scott Allen	bevel67@aol.com
AK	Alaska	dgrocolumbia@suvcwdb.org	Signor, Philip White	phil.signor@gmail.com
AS	Am. Samoa	dgroca&pacific@suvcwdb.org	Felton, Kenneth G	kfelton97@yahoo.com
AZ	Arizona	dgrosouthwest@suvcwdb.org	Frantz, Avery David	averyfrantz08@gmail.com
AR	Arkansas	dgromissouri@suvcwdb.org	Scheel, Gary L	somewhere1@sbcglobal.net
CA	California	dgroca&pacific@suvcwdb.org	Felton, Kenneth G	kfelton97@yahoo.com
CO	Colorado	dgroco&wy@suvcwdb.org	Fisher, Richard Gene	rfisher590@centurylink.ne
CT	Connecticut	dgroconnecticut@suvcwdb.org	Simmons, John Bryan	jbsimmons@optonline.net
DE	Delaware	dgrochesapeake@suvcwdb.org	Hammond, Stephen S	shammond25@gmail.com
DC	Dist. of Columbia	dgrochesapeake@suvcwdb.org	Hammond, Stephen S	shammond25@gmail.com
FL	Florida	dgroflorida@suvcwdb.org	Michael E. Urell, DC	michael.urell11@gmail.com
GA	Georgia	dgroga&sc@suvcwdb.org	Beam, David Wayne	beamgen@gmail.com
GU	Guam	dgroca&pacific@suvcwdb.org	Felton, Kenneth G	kfelton97@yahoo.com
HI	Hawaii	dgroca&pacific@suvcwdb.org	Felton, Kenneth G	kfelton97@yahoo.com
ID	Idaho	dgroco&wy@suvcwdb.org	Fisher, Richard Gene	rfisher590@centurylink.ne
IL	Illinois	dgroillinois@suvcwdb.org	Aarli, Stephen Thomas	g2minime@charter.net
IN	Indiana	dgroindiana@suvcwdb.org	Hoesli, David Joe	swincoll@hotmail.com
IA	Iowa	dgroiowa@suvcwdb.org	Linn, Roy Dean	linrd@frontiernet.net
KS	Kansas	dgrokansas@suvcwdb.org	Stoker, William John	stokerwj@yahoo.com
KY	Kentucky	dgrokentucky@suvcwdb.org	Fortin, Bruce Edward	bfortin59@gmail.com
LA	Louisiana	dgrotexas@suvcwdb.org	Sutton, Terry T	terry.t.sutton@gmail.com
ME	Maine	dgromaine@suvcwdb.org	Black Jr, Howard G	howardgblackjr@aol.com
MD	Maryland	dgrochesapeake@suvcwdb.org	Hammond, Stephen S	shammond25@gmail.com
MA	Massachusetts	dgromassachusetts@suvcwdb.org	Naughton, William B.	billsland@aol.com
MI	Michigan	dgromichigan@suvcwdb.org	Danes Sr, Richard E	suvmidgro@aol.com
MN	Minnesota	dgrowisconsin@suvcwdb.org	Mueller, Thomas S	thewisconsin3800@gmail.co
MS	Mississippi	dgrotennessee@suvcwdb.org	George Huttick, DC	deptcommander@suvcwdepttn.org
MO	Missouri	dgromissouri@suvcwdb.org	Scheel, Gary L	somewhere1@sbcglobal.net
MT	Montana	dgroco&wy@suvcwdb.org	Fisher, Richard Gene	rfisher590@centurylink.ne
NE	Nebraska	dgronebraska@suvcwdb.org	Surman, John Joseph	surmangen@windstream.net
NV	Nevada	dgroca&pacific@suvcwdb.org	Felton, Kenneth G	kfelton97@yahoo.com
NH	N. Hampshire	dgronewhampshire@suvcwdb.org	Naughton, William B	billsland@aol.com
NJ	New Jersey	dgronewjersey@suvcwdb.org	Otto, Frederick W.	fwotto@netzero.net
NM	New Mexico	dgrosouthwest@suvcwdb.org	Frantz, Avery David	averyfrantz08@gmail.com
NY	New York	dgronewyork@suvcwdb.org	Duffy, Dennis Joseph	duffy99999@aol.com
MP	No. Mariana Is.	dgroca&pacific@suvcwdb.org	Felton, Kenneth G	kfelton97@yahoo.com
NC	North Carolina	dgronorthcarolina@suvcwdb.org	Duquette, Henry C.	henrycd02830@gmail.com
ND	North Dakota	dgronebraska@suvcwdb.org	Surman, John Joseph	surmangen@windstream.net
OH	Ohio	dgroohio@suvcwdb.org	Dorr, Kent	dorr64ovi@aol.com
OK	Oklahoma	dgrooklahoma@suvcwdb.org	Anderson, Clint Allen	steelrep4jc@gmail.com
OR	Oregon	dgrocolumbia@suvcwdb.org	Signor, Philip White	phil.signor@gmail.com
PA	Pennsylvania	dgropennsylvania@suvcwdb.org	Fischer Jr, William E.	wefjr.suvcw@gmail.com
PR	Puerto Rico	dgroflorida@suvcwdb.org	Michael E. Urell, DC	michael.urell11@gmail.com

RI	Rhode Island	dgrorhodeisland@suvcwdb.org	Metz, Alexander C.	**pats_ri101@yahoo.co**
SC	South Carolina	dgroga&sc@suvcwdb.org	Beam, David Wayne	**beamgen@gmail.com**
SD	South Dakota	dgronebraska@suvcwdb.org	Surman, John Joseph	**surmangen@windstream.net**
TN	Tennesee	dgrotennessee@suvcwdb.org	George Huttick, DC	**deptcommander@suvcwdepttn.org**
TX	Texas	dgrotexas@suvcwdb.org	Sutton, Terry T	**terry.t.sutton@gmail.com**
UT	Utah	dgroco&wy@suvcwdb.org	Fisher, Richard Gene	**rfisher590@centurylink.ne**
VT	Vermont	dgrovermont@suvcwdb.org	Maurice Cerutti, DC	**mo.cerutti@yahoo.com**
VI	Virgin Is. (US)	dgroflorida@suvcwdb.org	Michael E. Urell, DC	**michael.urell11@gmail.com**
VA	Virginia	dgrochesapeake@suvcwdb.org	Hammond, Stephen S	**shammond25@gmail.com**
WA	Washington	dgrocolumbia@suvcwdb.org	Signor, Philip White	**phil.signor@gmail.com**
WV	West Virginia	dgrochesapeake@suvcwdb.org	Hammond, Stephen S	**shammond25@gmail.com**
WI	Wisconsin	dgrowisconsin@suvcwdb.org	Mueller, Thomas S	**thewisconsin3800@gmail.co**
WY	Wyoming	dgroco&wy@suvcwdb.org	Fisher, Richard Gene	**rfisher590@centurylink.ne**

This information is current as of 09/15/2022.

Appendix B
Headstone

Original Marble Government Headstone
(very good condition)

Original Government Headstone (needs resetting, poor condition)

Original Government US Navy Headstone
(very good condition)

New Bronze Flat Government Headstone, with Rhode Island style GAR marker
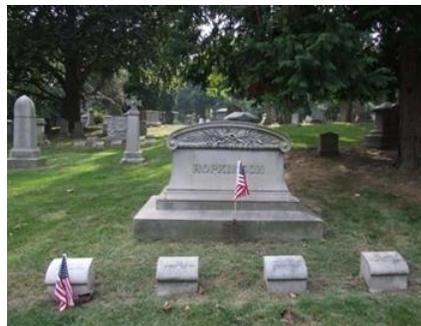

New Granite Upright Government Headstone

New Granite Flat Government Headstone, with Rhode Island style GAR marker

Private Headstone

Family Monument

Confederate Headstone

Appendix C
Grand Army of the Republic (GAR) Markers

Original GAR Flag Holder

Original Rhode Island style GAR flag holder

Original Canteen style GAR flag holder with a private family headstone, note the Catholic Cross on top.

New style GAR flag holder