

National Cemetery Administration

**Guidelines and Requirements
for Review and Acceptance of Memorials
in National Cemeteries**

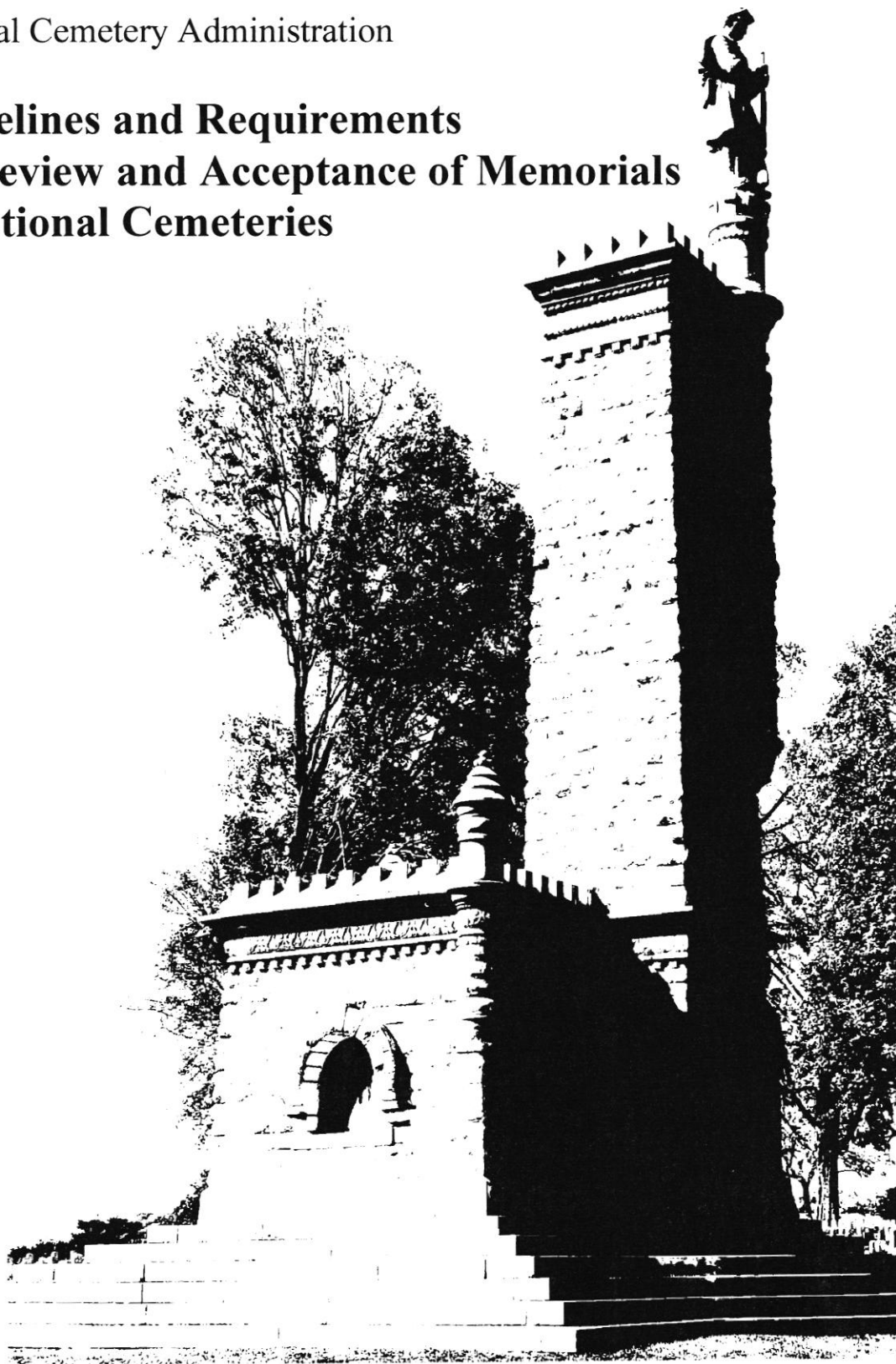


TABLE OF CONTENTS

	PAGE
1.0 Purpose and Scope	2
1.1 Purpose and Scope	2
1.2 Definitions.....	2
2.0 Record Keeping and Reporting.....	3
2.1 Required documentation	3
2.2 Disposition of Records.....	3
2.3 Reporting Requirements	3
3.0 Commemorative Works	3
3.1 General Guidelines and Requirements.....	3
3.2 Proposal Process	5
3.3 Design Guidelines and Requirements.....	6
3.4 Location Guidelines and Requirements.....	8
3.5 Design Documents Submission and Approval Process	8
3.6 Construction Requirements.....	9
3.7 Endowment for Maintenance.....	10
4.0 Standardized Memorial Monument Donations	11
4.1 General Guidelines and Requirements.....	11
4.2 Application Process	12
4.3 Design Guidelines and Requirements.....	13
4.4 Location Guidelines and Requirements.....	14
4.5 Delivery and Installation Requirements.....	14
4.6 Maintenance.....	16

APPENDICES

- A. Checklist for Standardized Memorial Monument Donation
- B. Checklist for Commemorative Work Donation
- C. Terms and Conditions of Acceptance by VA for Gift or Donation of Standardized Memorial Monument
- D. Sample Cemetery Specific Location Handout
- E. Sample Contractor's Certification of Liability Insurance
- F. Sample Letter Approving Donation of a Monument (valued at \$3,000 or less)
- G. Sample Letter Disapproving Donation of a Monument (valued at \$3,000 or less)
- H. Sample Letter Acknowledging Receipt of a Proposal to Donate a Commemorative Work or a Memorial Monument
- I. Sample Memorandum of Understanding (MOU)
- J. Sample Custody Receipt
- K. Information about Hosting Ceremonies at VA National Cemeteries
- L. New Monument or Memorial Report